

Job Aid – Enter, Modify or Correct Time

Student & Temporary Hourly Employees



This job aid will help you in entering your hours worked by check in/check out times, manual entry, or modify/correct time in Workday.

ENTER TIME USING CHECK IN / CHECK OUT

CHECK IN:

From your Home screen:

1. Click on the Global Navigation **Menu** on the top left corner of the page.
2. Select the **Time** application.



Note: If the **Time** app is not showing in the list you will need to add it by selecting the **Add Apps** button at the bottom of the screen.

3. Click the **Check In** button.
4. The **Date** and **Time** will automatically populate.
5. Select the proper **Time Type**.



Note: If you are a student employee with multiple positions, please make sure the correct job is selected.

6. Enter a **Comment** (Optional)
7. Click **OK**.

CHECK OUT:

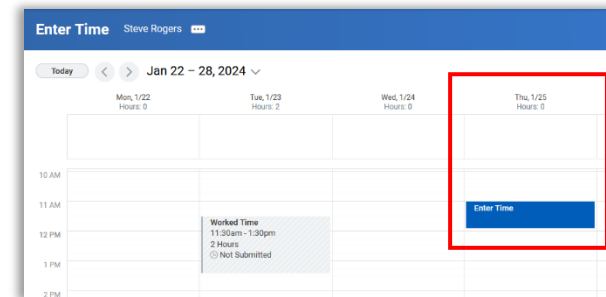
From your Home screen:

1. Click on the Global Navigation **Menu** on the top left corner of the page.

2. Select the **Time** application.
3. Click the **Check Out** button.
4. The **Date** and **Time** will automatically populate.
5. The **Reason** will populate as **Out**.
6. Enter a **Comment** (Optional)
7. Click **OK**.

ENTER TIME (MANUAL ENTRY)

1. Under **Menu** select the **Time** application.
2. Select **This Week** to enter time for this week, or **Last Week** to add time for the previous week.
3. Click on the **Time Block** for the start of the shift under the correct date.



- a. Fill in the **Time In** and **Time Out**.
- b. Under **Out Reason** choose if this is for a meal break or end of the shift.



Note: If you are a student employee with multiple positions, please make sure the correct job is selected.

- c. Add a comment (optional)

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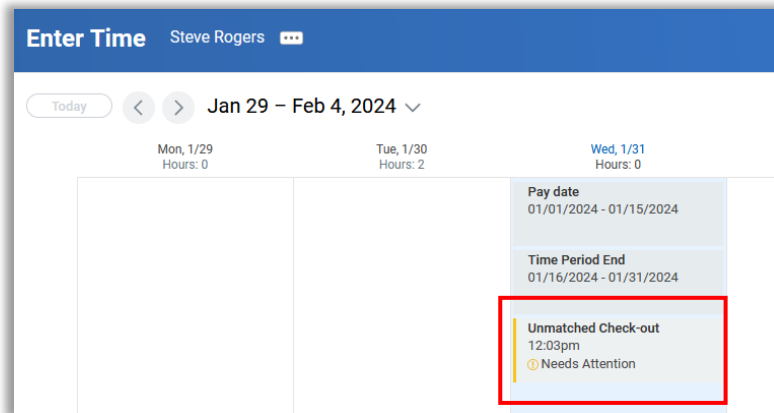
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- d. Include any attachments (optional).
4. Click **Ok**, to save the time block.
5. Repeat process if the clock out was for a meal break to record the rest of your shift unless this was done as a check in/out.

MODIFY or CORRECT TIME

1. Under **Menu** select the **Time** application.
2. Select **This Week** to make modification to the current weeks' time, or **Last Week** to edit last weeks' time worked.
3. Select the **Time Block** or **Unmatched Check In/Out** (missed punch) event.



TIME BLOCK

4. Under the **Enter Time** screen fill in
 - a. The correct **Time In** or **Time Out**
 - b. Select the correct **Out Reason**

- c. Check that the correct **position** is listed if you are a student with multiple jobs.
- d. Enter the reason for correcting the time block under **Comments**.
- e. **Attach** any supporting documents, if applicable.

5. Click **Ok** to save the changes.

UNMATCHED CHECK IN/OUT EVENT (MISSED PUNCHES)

6. Under the **Correct Unmatched Event** screen fill in
 - a. Missed **Time in** or **Time Out**.
 - b. Verify **Out Reason** is correct.
 - c. Enter the reason for the missed punch in/out in the **Comments**.
 - d. Attach any supporting documents, if applicable.
7. Click **Ok**, the changes are now saved.

AUTO-FILL FROM PRIOR WEEK (TEMPORARY EMPLOYEES)

From your Home screen:

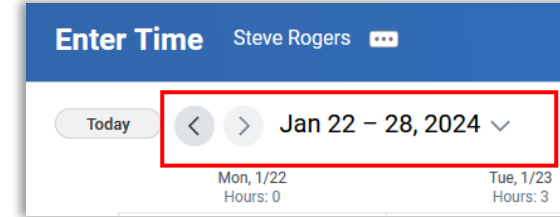
1. Click on the **Menu** on the top left corner of the page.
2. Select the **Time** application.
3. Select **This Week**.
4. Click **Actions**.
5. Select **Auto-fill from Prior Week**.
6. Using the drop-down, **Select Week** that you would like to copy from.

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7. Check the **Also copy details and comments** checkbox, if applicable.
8. Click **OK**.
9. Populate any additional time if needed.
10. Click into a time block to update the comments for the time entry.
11. Click **OK**.
12. Click **Review** to confirm the date ranges and total hours of your time.
13. Click **Submit**.



5. Click the blue **Review** button in the bottom right corner.
6. Under the **Submit Time** window, on the right side will be the total hours for the pay period, if the hours are regular hours or paid time off (sick leave).
7. Enter any final **comments** for your manager.
8. Click **Submit**.

What happens next:

The timesheet will route to your manager for approval.

REVIEW AND SUBMIT TIME



This section will aid you in reviewing and submitting your hours worked for the pay period. Please refer to the Semi-Monthly Payroll Schedule for submission deadlines.

From your Home screen:

1. Click on the **Menu** on the top left corner of the page.
2. Select the **Time** application.
3. Select **This Week** to open the timesheet.
4. Use the **previous** and **next arrows** on the top left to change weeks and verify that all time worked has been recorded.

VIEW DETAILS OF SUBMITTED TIME



This section will aid you in viewing your submitted time.

From your Home screen:

9. Open **My Tasks**.
10. Click the **Archive** tab.
11. Click the **Time Entry: Your Name** task.
12. You can now view the details of your submitted time.