

Enter and Correct Time - Employee

Link to share: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963721>

Objective

This Reference Guide provides information on how to enter and correct time in the Workday system.

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Initiator

- Employee as Self
- Salaried Non-Exempt (Overtime Eligible) Employees
- Hourly Employees

Approver

- Time Approver

Summary

All employees who are eligible for overtime should be entering their time worked in Workday. Time should be submitted and approved, at minimum, each pay period (pay periods end on the 15th and 30th/31st of the month). Employees should consult with their respective departments regarding expectations for time submission deadlines.

Notes:

- By submitting time for approval, the employee is certifying the hours submitted have been worked and are accurate. The Time Approver /Manager is responsible for validating and approving that all hours have been worked, all time off has been accounted for, and all pay impacting activity is appropriate.
- Exempt (Not Overtime Eligible) Employees will only enter absences into Workday.
- Prior to working any hours beyond their standard workweek, an employee must receive approval from their supervisor. An Overtime-Eligible employee is to follow the procedures outlined by his or her Department Administrators. To initiate the approval through Workday, the employee can request overtime based on the instructions in the [Request Overtime](#) Reference Guide.
- Employees should only submit time once the time has been worked, not before.

Steps to Enter Time for Non-Exempt (Overtime Eligible) Employees

Execute the following steps to enter time in the Workday system:

1. Log in to the Workday system.
2. On the Workday **Home** page, open the Global Navigation **Menu** and select the **Time** application.



Menu



Apps

Shortcuts



Pay



Time



Favorites



Benefits



Absence



Purchases

+ Add Apps

Edit

3. Select an option under the **Enter Time** section. For example, if you would like to enter time for the current week, select **This Week**. Alternatively, you can access the task by entering **Enter My Time** in the **Search** field and selecting **Enter My Time – Report**.

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

4. On the **Enter Time** page, there are multiple ways to enter time:

- a. You can select a time slot on the calendar directly and enter dates into the **Enter Time** pop-up window. Specify the **Time Type** (usually **Regular Hours Worked**), the **In** and **Out** time, the **Position** if you have multiple positions and, if necessary, **Additional Time Types for Employee**.

 **Notes:**

- If you are an *hourly* employee, you can check in and check out through the **Time Clock** option. You may enter your time directly through the time entry calendar. Refer to the **Steps to Enter Time for Temp-Hourly Employees** section of this Reference Guide or consult with your department for more details.
- You can also use the Time calendar to request *some* but not all Time Offs. Refer to the [Request a Leave of Absence](#) Reference Guide for requesting a leave of absence.
- Use the **Additional Time Types for Employee Selection** field to convert overtime into compensatory time. See the [Request Overtime to Compensatory Time](#) Reference Guide for more information.
- You should only enter time worked. You will not submit a time block for lunch.
- When entering **In** and **Out** times, Workday will auto-fill the time based upon common work times. For example, if you type "8" Workday will populate "8:00AM" or if you type "5" Workday will populate "5:00PM"

Enter Time 03/31/2021

Time Type *

In *

Out *

Out Reason

Hours * 0

Position

Details

Additional Time Types for Employee Selection

Additional Worktags

Comment

b. You may use the Actions button and select your desired time entry method. For example, the **Enter Time By Week** option allows you to enter the in and out times for the time blocks of an entire week at once.

Enter Time

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) staff. See the following [PDF](#) for rules.

View Absence Balances

Today < > Aug 8 - 14, 2021

Week > Actions > Summary

Clear

Enter Time by Type: 32 Hours

Enter Time by Week: 0 Time Hours

My Team's Overtime Requests: 0 hrs

Overtime Requests: 8 Time Off

Request Absence: 0 Time Off

Review Time by Week: 0 Hours

Run Calculations: 0

Total Reported Hours: 40

Review

c. On the **Enter Time by Week** page, enter the correct start and end times for each day.

Enter Time by Week Taylor Story

Total Hours: 40

Week: Aug 8 - 14, 2021

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) staff. See the following [PDF](#) for rules.

Previous Week Next Week

Sun, 8/8

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Workdays	Overridable Rate	Comment	Attachments
Regular Hours Worked				Out	0	Hours	Additional Time Types for Employee Selection No. Additional Time Types Needed	0		
Regular Hours Worked				Out	0	Hours	Additional Time Types for Employee Selection No. Additional Time Types Needed	0		

Mon, 8/9

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Workdays	Overridable Rate	Comment	Attachments
Regular Hours Worked		08:00 AM	12:00 PM	Out	4	Hours	Additional Time Types for Employee Selection No. Additional Time Types Needed	0		
Regular Hours Worked		01:00 PM	05:00 PM	Out	4	Hours	Additional Time Types for Employee Selection No. Additional Time Types Needed	0		

Next Overtime Requests My Team's Overtime Requests Cancel

d. If you have any Time Off, you may change the **Time Type** to the requested time off.

▼ Thu, 8/12

Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worklog	Overtime Rate	Comment	Attachments
Regular Hours Worked		08:00 AM	12:00 PM	Out	4	Hours	Additional Time Types for Employee Selected No Additional Time Types Needed			
Regular Hours Worked		01:00 PM	05:00 PM	Out	4	Hours	Additional Time Types for Employee Selected No Additional Time Types Needed			

▼ Fri, 8/13

Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worklog	Overtime Rate	Comment	Attachments
Annual Leave		08:00 AM	04:00 PM		8	Hours			Out of town	

▼ Sat, 8/14

Next Overtime Requests My Team's Overtime Requests Cancel

e. Select **Next**.

f. Confirm your time summary is correct. Then select **Save**.

W Search

Enter Time - Confirmation

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) staff. See the following [BPM 50.60](#) for rules.

Aug 8 - 14, 2021

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals

Sunday	0
Monday	8
Tuesday	8
Wednesday	8
Thursday	8
Friday	8
Saturday	0
Total Hours	40

Week Totals

Regular Hours	32
Straight Time Hours	0
Premium Hours	0
Paid Time Off	8
Unpaid Time Off	0
Holiday Hours	0
Other	0
Total Reported Hours	40

Save Back Cancel

5. Back on the **Enter My Time** page, review your hours for the week and make any edits as necessary by selecting the block of time and updating the hours.

6. Select the **Review** button.

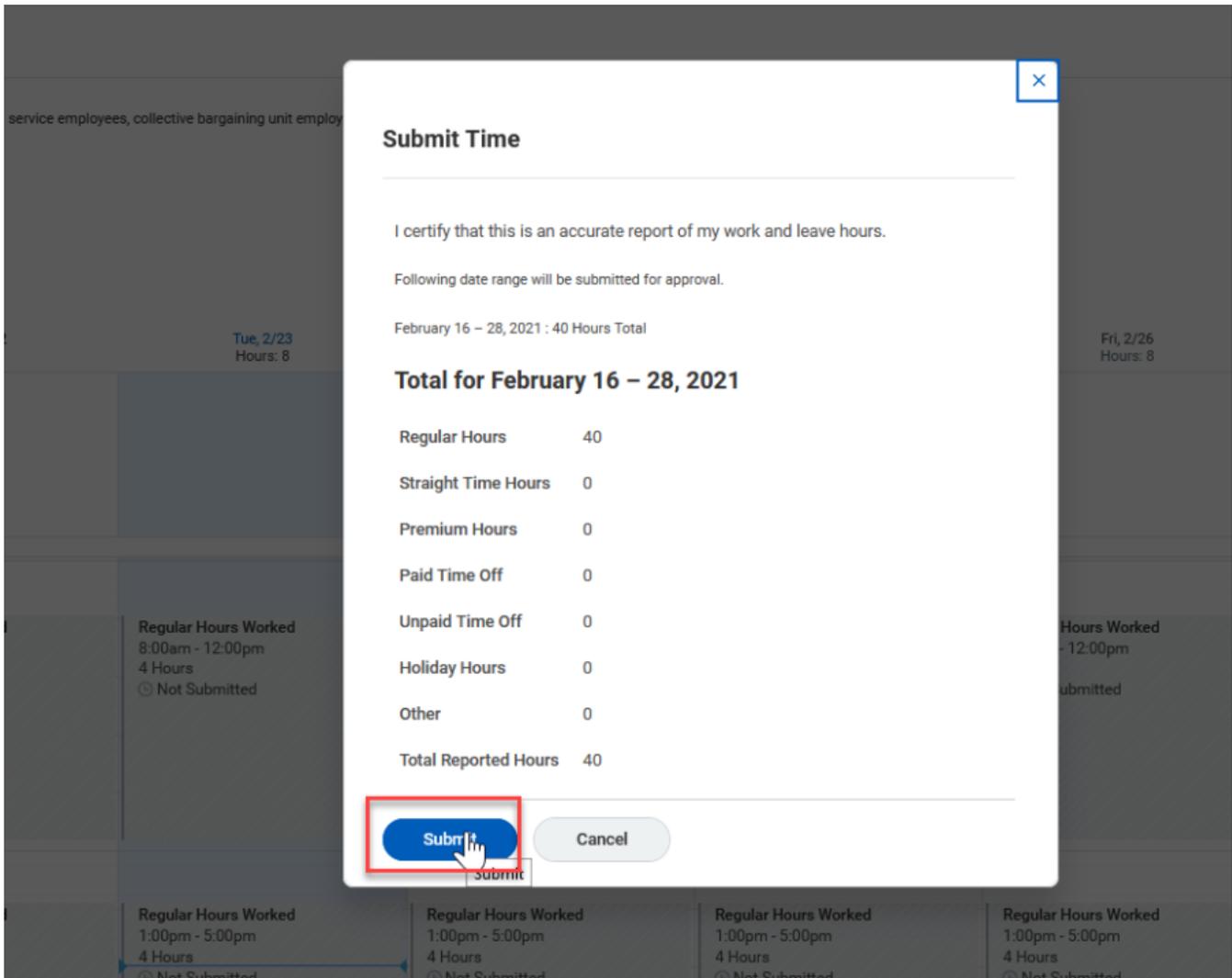
The screenshot displays the 'Enter My Time' interface. At the top, there is a search bar and navigation icons. Below that, the title 'Enter My Time' is followed by a brief description of the report's purpose. A 'View Absence Balances' button is visible. The main area is a calendar for the week of Feb 21 - 27, 2021. The current date is Tuesday, Feb 23, 2021. The calendar grid shows 'Regular Hours Worked' for each day from 8:00am to 5:00pm, with a status of 'Not Submitted'. A 'Review' button is highlighted with a red box in the bottom right corner. A 'Summary' panel on the right shows a total of 40 reported hours.

Day	Hours
Sun, 2/21	Hours 0
Mon, 2/22	Hours 0
Tue, 2/23	Hours 8
Wed, 2/24	Hours 8
Thu, 2/25	Hours 8
Fri, 2/26	Hours 8
Sat, 2/27	Hours 0

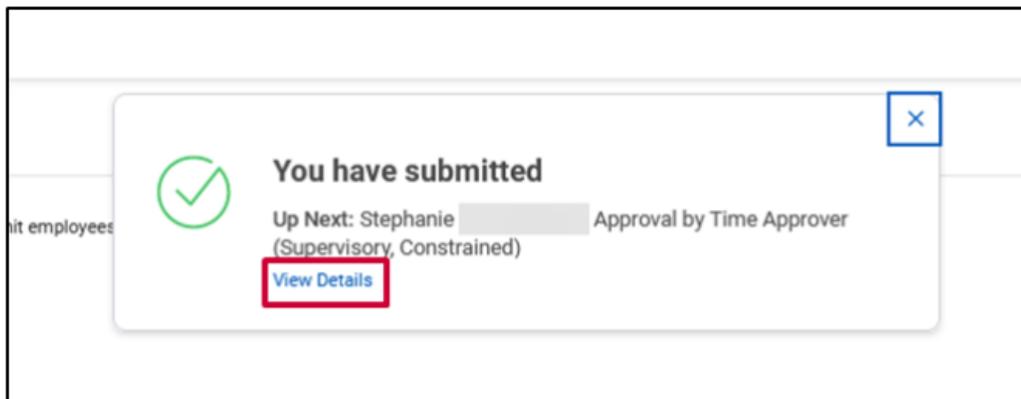
Summary
Feb 21 - 27, 2021

Regular Hours	40
Straight Time Hours	0
Premium Hours	0
Paid Time Off	0
Unpaid Time Off	0
Holiday Hours	0
Other	0
Total Reported Hours	40

7. On the **Submit Time** pop-up window, review the information and select the **Submit** button to certify that your hours are accurate.



8. Select **View Details** hyperlink to review the details of the time entry and to see the next step in the process.



9. Select the **Done** button. The time entry is routed to your assigned Time Approver (e.g., your manager in most cases) for approval.

Note: If your Time Approver, Timekeeper, or HR partner enters time on your behalf, you will receive an action item to certify the time entry in your Workday **Inbox**.

You have submitted Time Entry [redacted] 78 hours from 02/01/2021 to 02/15/2021

Up Next



Stephanie [redacted]

Approval by Time Approver (Supervisory, Constrained)



Details and Process

For [redacted]

Overall Process Time Entry: [redacted] 78 hours from 02/01/2021 to 02/15/2021

Overall Status In Progress

Details

Process

Reported Time Block 21 items

Time Block	Time Block Updated or Deleted	Date		
			Reported Quantity	Time Entry Code
🔍	Updated	02/01/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/01/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/02/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/02/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/03/2021	4 Hours	Regular Hours Worked

Done

10. Your calendar is updated with the requested time blocks. The status of each time block is displayed as **Submitted**.

Note: Your **Total Reported Hours** at the top right of your calendar should reflect the appropriate hours based on your FTE (full-time equivalent) position.

Enter Time



This Daily Activity report is the official accounting of your activity each pay cycle and is used to generate your paycheck. Each workday enter the number of hours worked or pieces completed on this form. Ask your supervisor for submittal deadlines. You must submit this form by the submittal deadline to be paid on the next payday. See WSU [BPPM 60.61](#) for more information.

View Absence Balances

Today

Feb 21 - 27, 2021

Week

Actions

	Sun, 2/21 Hours: 0	Mon, 2/22 Hours: 8	Tue, 2/23 Hours: 8	Wed, 2/24 Hours: 8	Thu, 2/25 Hours: 8	Fri, 2/26 Hours: 8	Sat, 2/27 Hours: 0
					Pay date 02/01/2021 - 02/15/2021		
7 AM							
8 AM		Regular Hours Work 8:00am - 12:00pm 4 Hours Submitted					
9 AM							

Summary

Feb 21 - 27, 2021

Regular Hours	40
Straight Time Hours	0
Premium Hours	0
Paid Time Off	0
Unpaid Time Off	0
Holiday Hours	0
Other	0
Total Reported Hours	40

Steps to Enter Time for Temp-Hourly Employees

There are multiple ways to enter your time on the **Time Entry Calendar**. Below are two of the most common ways to enter time for hourly employees:

- Enter time via the Time Clock
- Enter time via Time Blocks

Hourly employees should consult with their department regarding the most appropriate time entry method.

Enter Time via the Time Clock

1. Log in to the Workday system.
2. On the Workday **Home** page, open the Global Navigation **Menu** and select the **Time** application.



Menu



Apps

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Time



Favorites



Benefits



Absence



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3. Select the **Check In** button to start your shift.

Enter Time

This Week (0 Hours)

Last Week (4.25 Hours)

Select Week

Overtime Requests

View

My Schedule

Time Off Balance

Time Clock History

Time Clock

Check In

Check Out

4. In the **Check In** pop-up window, select the **Type Time**. If multiple positions, select the position you are tracking time for in the **Position** field. Then select the **OK** button.

Check In

You are checking in. Please enter your work details.

Worker *

Date * 04/01/2021

Time * 10:12 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type *

Position

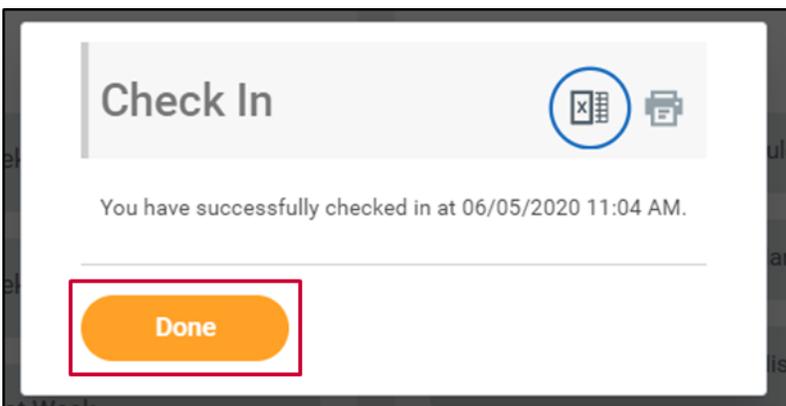
Details

Comment

OK

Cancel

5. You will receive a confirmation. Select the **Done** button to close the window.



6. When you are ready to end your shift, return to the **Time** application and select the **Check Out** button.

Enter Time

This Week (0 Hours)

Last Week (4.25 Hours)

Select Week

Overtime Requests

View

My Schedule

Time Off Balance

Time Clock History

Time Clock

Check In

Check Out

7. Select the **OK** button in the **Check Out** pop-up window to confirm.

Check Out

Please click OK to check out. You will be checked out once you click OK.

Worker * Zuwev Regido

Date * 06/05/2020

Time * 11:08 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Reason

Out

Details

Comment

8. You will receive a confirmation. Select the **Done** button to close the window.

Check Out

You have successfully checked out at 06/05/2020 11:09 AM.

[View My Calendar](#)

Enter Time via Time Blocks

1. Log in to the Workday system.
2. On the Workday **Home** page, open the Global Navigation **Menu** and select the **Time** application.



Menu



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Favorites



Benefits



Absence



Purchases

+ Add Apps

Edit

3. Select **This Week**.

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

4. To enter time as a time block, select the date for you wish to enter time.

The screenshot displays the 'Enter My Time' web application. At the top, there is a search bar and a notification icon. Below the title 'Enter My Time', there is a brief description of the Daily Activity report. A 'View Absence Balances' button is visible. The main area shows a calendar for the week of Feb 21 - 27, 2021. A blue 'Enter Time' button is highlighted on the Tuesday, 2/23 cell. The right sidebar shows a 'Summary' section for the week with categories like Regular Hours, Premium Hours, Time Off, and Total Hours.

5. Enter the start and end time of the time block as well as the time type (usually **Regular Hours Worked**). Then select the **OK** button.

- a. If you have multiple positions, select the position that you are taking time for in the **Position** field.
- b. Use the **Additional Time Types for Employee Selection** field to convert overtime into compensatory time. See the [Request Overtime to Compensatory Time](#) Reference Guide for more information.
 - i. **Note:** Overtime calculates at the end of the week after 40 working hours have been tracked.

Enter Time 03/31/2021

Time Type *

In *

Out *

Out Reason

Hours * 0

Position

Details

Additional Time Types for Employee Selection

Additional Worktags

Comment

OK

Cancel

6. The time block will now appear in an **Unsubmitted** status on your time entry calendar.

Submitting Time on the Time Entry Calendar

1. When you are ready to submit your hours for the week, return to the **Time** application and select **This Week**.

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

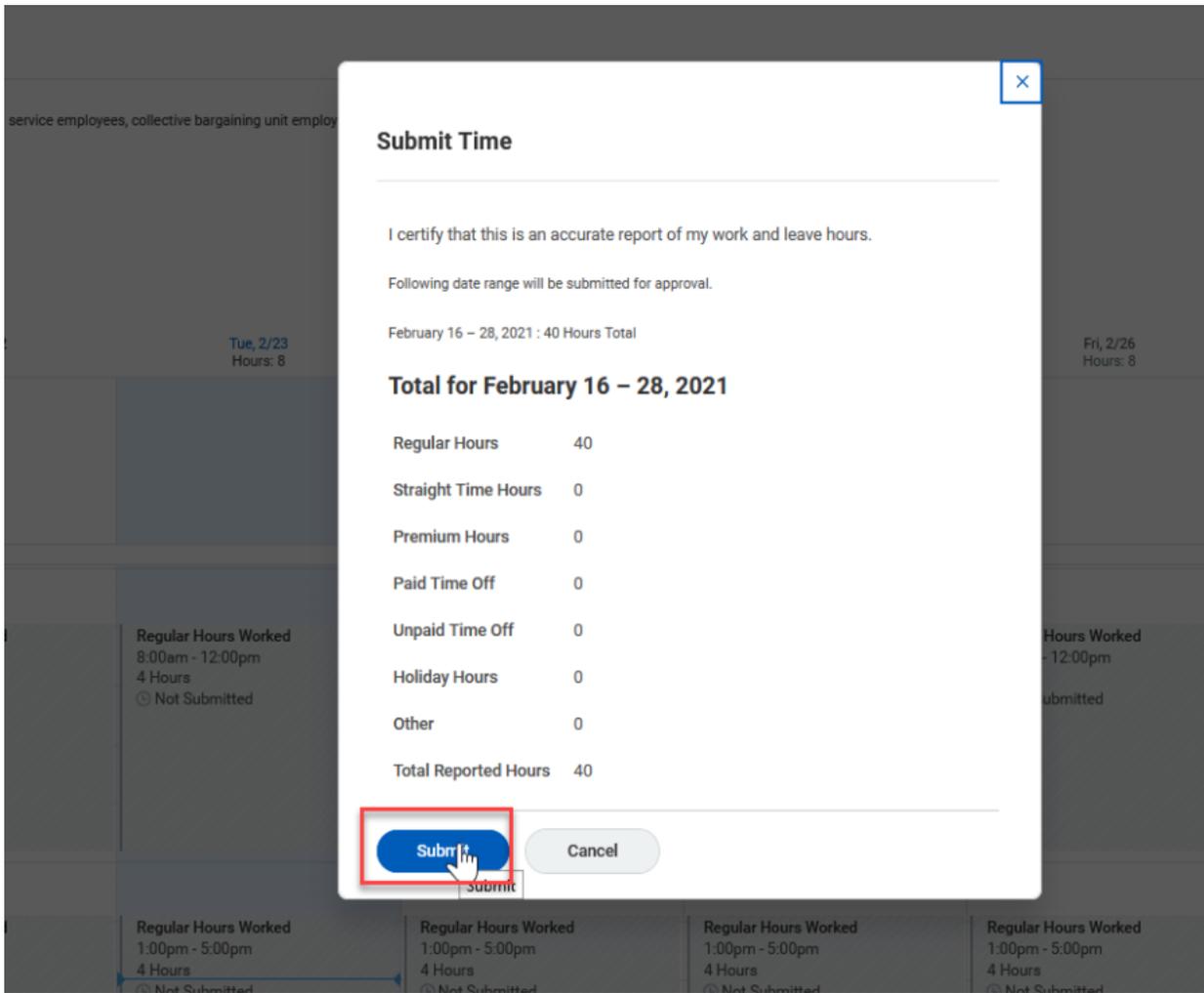
Select Week

Overtime Requests

2. Unsubmitted time is shown in gray blocks. Select the **Review** button to review your entered time.

The screenshot shows the 'Enter My Time' interface. At the top, there's a search bar and navigation icons. Below that, the title 'Enter My Time' is displayed. A note states: 'The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) staff. See the following [BFSM 60.60](#) for rules.' There's a 'View Absence Balances' button. The main area is a calendar for 'Feb 21 - 27, 2021'. The calendar shows days from Sun, 2/21 to Sat, 2/27. A 'Pay date' of '02/01/2021 - 02/15/2021' is indicated. The calendar grid shows time slots from 7 AM to 4 PM. For each day from Monday to Friday, the 8 AM to 12 PM and 1 PM to 5 PM slots are filled with gray blocks, indicating unsubmitted time. Each gray block contains the text 'Regular Hours Worked' followed by the time range and '4 Hours', and a 'Not Submitted' status indicator. A blue 'Review' button is highlighted with a red border in the bottom right corner of the interface.

3. On the **Submit Time** pop-up, review the information and select the **Submit** button to certify that your hours are accurate.



Result: You have successfully completed the steps to enter your time in the Workday system.

Steps to Correct Time

You can edit your time as often as you would like prior to approval. However, after your time has already been approved, any additional corrections will be routed to your Time Approver (e.g., your manager in most cases) again for approval. Execute the following steps to correct time entries:

1. Log in to the Workday system.
2. On the Workday **Home** page, open the Global Navigation **Menu** and select the **Time** application.



Menu



Apps

Shortcuts



Pay



Time



Favorites



Benefits



Absence



Purchases

 Add Apps

 Edit

3. Select an option under the **Enter Time** section that you would like to correct.

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

4. If you would like to correct a single time block, select the desired time block.

Today < > Apr 26 – May 2, 2020

	Sun 4/26 Hours: 0	Mon 4/27 Hours: 9	Tue 4/28 Hours: 9	Wed 4/29 Hours: 9
7 AM				
8 AM		Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted
9 AM				
10 AM				
11 AM				
12 PM				
1 PM		Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted	Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted	Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted
2 PM				
3 PM				
4 PM				

5. Edit the hours in the **Enter Time** pop-up window.

6. Select the **OK** button.

Enter Time
04/27/2020

Status Submitted

Time Type *

In *

Out *

Out Reason *

Hours 5

Details

Additional Time Types for Employee Selection

Comment

7. The corrected time block is displayed as **Not Submitted**. Repeat this for all time blocks that you would like to edit, and then select the **Review** button.

Regular Hours Work
8:00am - 12:00pm
4 Hours
Submitted

Regular Hours Work
8:00am - 12:00pm
4 Hours
Submitted

Regular Hours Work
8:00am - 12:00pm
4 Hours
Submitted

Regular Hours Work
8:00am - 12:00pm
4 Hours
Submitted

Regular Hours Work
8:00am - 12:00pm
4 Hours
Submitted

Regular Hours Work
12:30pm - 5:30pm
5 Hours
Not Submitted

Regular Hours Work
1:00pm - 5:00pm
4 Hours
Submitted

Regular Hours Work
1:00pm - 5:00pm
4 Hours
Submitted

Regular Hours Work
1:00pm - 5:00pm
4 Hours
Submitted

Regular Hours Work
1:00pm - 5:00pm
4 Hours
Not Submitted

Regular Hours Work
1:00pm - 5:00pm
4 Hours
Not Submitted

Total Reported Hours 41

1 Alert

Review

8. If you would like to remove all time blocks from the selected week, select the **Actions** button, and then select **Clear**. Enter the desired time blocks, and then select **Review**, and then **Submit**.

Enter My Time

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) staff. See the following [BPPM 50.50](#) for rules.

1 Alert

View Absence Balances

Today < > Feb 21 - 27, 2021 Week Actions

Sun, 2/21 Hours: 0 Mon, 2/22 Hours: 9 Tue, 2/23 Hours: 8 Wed, 2/24 Hours: 8 Thu, 2/25 Hours: 8 Fri, 2/26 Hours: 8 Sat, 2/27 Hours: 8

Pay date 02/01/2021 - 02/15/2021

Summary Feb 21 - 27, 2021

Regular Hours 40

Straight Time Hours 0

Premium Hours 1

Unpaid Time Off 0

Overtime Requests 0

Holiday Hours 0

Other 0

Total Reported Hours 41

Review

Auto-fill from Prior Week

Auto-fill from Schedule

Clear

Enter Time by Type

Enter Time by Week

Overtime Requests

Quick Add

Request Absence

Review Time by Week

Run Calculations

9. On the **Submit Time** page, review the information and select the **Submit** button to certify that your hours are accurate.

You have submitted Time Entry [redacted] 78 hours from 02/01/2021 to 02/15/2021 [more]

Up Next



Stephanie [redacted]

Approval by Time Approver (Supervisory, Constrained)

Details and Process

For [redacted]

Overall Process Time Entry: [redacted] 78 hours from 02/01/2021 to 02/15/2021

Overall Status In Progress

Details Process

Reported Time Block 21 items

Time Block	Time Block Updated or Deleted	Date	Reported Quantity	
			Reported Quantity	Time Entry Code
🔍	Updated	02/01/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/01/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/02/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/02/2021	4 Hours	Regular Hours Worked
🔍	Updated	02/03/2021	4 Hours	Regular Hours Worked

Done

12. After approval from your assigned Time Approver (e.g., your manager), your time blocks will display a status of **Approved**.

Today		Feb 21 - 27, 2021					Week	Actions
	Sun, 2/21 Hours: 0	Mon, 2/22 Hours: 9	Tue, 2/23 Hours: 8	Wed, 2/24 Hours: 8	Thu, 2/25 Hours: 8	Fri, 2/26 Hours: 8	Sat, 2/27 Hours: 0	
					Pay date 02/01/2021 - 02/15/2021			
7 AM								
8 AM		Regular Hours Work 8:00am - 12:00pm 4 Hours ✓ Approved						
9 AM								
10 AM								
11 AM								
12 PM								
1 PM		Regular Hours Work 12:30pm - 5:30pm 5 Hours	Regular Hours Work 1:00pm - 5:00pm					

Results: You have completed the steps to correct time in the Workday system.