Purpose and Overview
The purpose of this quick guide is to help you enter time in Workday. This quick guide covers different time entry methods.

- **Enter Time** – enter hours per individual day
- **Auto-fill from prior week** - copy hours worked from a prior week to the current week
- **Quick Add** - add multiple time entry blocks for multiple days
- **Time Block** – add time entry blocks directly to specific days
- **Clear** – clear all hours, approved or not approved

**Note:** Employee’s should not submit time until the work is complete.

*Individuals may submit time for the two-week pay period all at one time*

*Time approvers may approve all time with one approval*

*Employees should defer to their departmental procedures for submitting and approving time. The Workday capabilities may not reflect departmental expectations.*

**Note:** Workday does not automatically populate holiday hours on a Time Entry calendar week for non-exempt, time off eligible employees. Once Time Worked is entered on the week, the official holiday hours will automatically populate. However, for those individuals that only have Time Off for the week (no Time Worked), the holiday hours do not populate. The CSC runs a report to identify those that are taking Time Off for the entire week, corrects the issue manually, and then submits the holiday hours to the Time Approver on behalf of the employee. The holiday hours must then be approved by the Time Approver in order to be processed in the pay cycle.

Pre-requisite Tasks
None

Initiators
Employee

Required Documents
None

The Process

1. **Employee**
   - Enter Time

2. **Time Approver**
   - Approve / Send Back Time Entry

3. **1st Level Approver**
   - Approve / Send Back Time Entry

Completion Step

*Indicates steps covered in this Quick Guide

Indicates steps completed in Workday

Need assistance completing a Workday process? Please contact the CMUWorks Service Center,
Phone: 412-268-4600 or Toll Free: 844-625-4600
E-mail: cmu-works@andrew.cmu.edu
Have feedback on the Quick Guide information? Please contact Professional Development Services,
E-mail: MyWorkdayToolkit@andrew.cmu.edu
**Workday Steps**

1. On your Workday Home page, click the Time bubble. In the under Enter Time, click the appropriate option for you.
   
   **Note:** You may click This Week or Last Week or Select Week. If you click Select Week you will be prompted to enter a date.

2. The Enter Time calendar is displayed.

   a. Next to [Enter Time] click the down arrow and select the appropriate time entry method from the drop-down list. Methods include:
      - Auto Fill from Prior Week
      - Clear
      - Enter Time
      - Quick Add

   **Note:** To request time off, please review the Requesting Time Off quick guide. You may also enter time using the Time Block method.
Enter Time Method:

Note: The Enter Time method allows you to enter your hours per day.

1. Click the down arrow next to [Enter Time] and select Enter Time from the drop-down list.
2. The Enter Time page is displayed.

   ![Enter Time Screen](image)

   a. Under the In / Out Times section complete the following fields to enter time:

      Note: Be sure to verify that you are entering time on the correct date tab.

      | Field    | Action                                      | Example   |
      |----------|---------------------------------------------|-----------|
      | In*      | Type the time when you begin work for the day. |
      |          | Note: Type a or p at end of the time to denote AM or PM. | 8:30AM    |
      | Out*     | Type the time when you finish work for the day. |
      |          | Note: Type a or p at end of the time to denote AM or PM. | 12:00 PM  |
      | Out Reason* | Do not update; value defaults as Out. | Out       |
      | Position | Click the down arrow and select the appropriate position from the drop-down list. |
      |          | Note: The Position will not be displayed if you do not have more than one position. If you have more than one position this field is required. | ARCHITECTURE-Other Hourly Job-1 (+) |
      | Time Type* | Click the prompt icon and select the appropriate time entry type from the drop-down list. | Time Worked |

   * Required

   b. Under the Hours / Units section complete the following fields if taking time off.

      | Field    | Action                                      | Example   |
      |----------|---------------------------------------------|-----------|
      | Time Type* | Click the prompt icon and select the appropriate time off type from the drop-down list. | PTO       |
      | Quantity | Type the number of hours of time off.      | 1         |

   * Required
c. Click on another date tab to enter time for an additional day.

| Mon 04/28 | Tue 04/29 | Wed 04/30 | Thu 05/01 | Fri 05/02 | Sat 05/03 | Sun 05/04 | Mon 05/05 |

d. Click [OK].

**Auto-fill Method:**

*Note: The Auto fill method allows you to copy your hours from a prior week to the current week. If hours exist in the week that will be filled from a prior week they will be overridden. All hours from the previous week will be copied into the current week.*

1. Click the down arrow ▼ next to [Enter Time] and select **Auto-fill from Prior Week** from the drop-down list.
2. The **Auto-fill from Prior Week** is displayed.
   a. Click the down arrow ▼ in the **Select Week** field to select the week’s hours to copy into the current week.
   b. (Optional) Select **Also Copy details and comments** checkbox to copy any details or comments from a prior week.
   c. Click [OK].

**Quick Add Method:**

*Note: The Quick Add method allows you to add multiple time blocks to the time calendar.*

1. Click the down arrow ▼ next to [Enter Time] and select **Quick Add** from the drop-down list.
2. The **Quick Add** page is displayed.
   a. Click the prompt icon in the **Time Type** field and select the appropriate time entry type from the drop-down list.
   b. Click [Next].
3. The **Quick Add** page is displayed.
   a. Click [Add].
   b. Type the time when you begin work in the **In** field.
      *Note: Type a or p at end of the time to denote AM or PM.*
   c. Type the time when you start lunch in the **Out** field.
      *Note: Type a or p at end of the time to denote AM or PM.*
   d. Click the down arrow ▼ in the **Out Reason** field and select **Out** from the drop-down list.
      *Note: Do not update the Out Reason field if value defaults as Out.*
e. Select all appropriate day checkboxes on the right side of the page.

f. Click [Add] and repeat steps 3b – 3e to add additional time, if applicable.

   Note: Unless deselected additional time will be added to those days previously selected in step 3e.

g. Click [OK].

h. The Enter Time calendar page is displayed.
Time Tracking for Employees

Time Block Method:

Note: The Time Block method allows you to enter time directly on the Time Entry calendar.

1. In the Enter Time calendar, double click on the date to enter time.

![Time Entry Calendar]

2. The Time Entry calendar is displayed.
   a. Click the prompt icon in the Time Type field and select the appropriate value from the drop-down list.
   b. Type the time when you began work in the In field.
      Note: Type a or p at end of the time to denote AM or PM.
   c. Type the time when you finished work in the Out field.
      Note: Type a or p at end of the time to denote AM or PM.
   d. Do not update the Out Reason field; value defaults as Out.

![Enter Time Form]

e. Click [OK].
Clear Time:

1. On the Enter Time calendar, click the down arrow next to [Enter Time] and select Clear from the drop-down list to clear all time blocks for the entire week.
   
   Note: To delete a single time entry, double click the time entry you need to remove and click [Delete] and then click [Delete] again to confirm.

2. The Clear page is displayed.
   a. Select Confirm checkbox.
      
      ▪ If time has already been approved but needs to be corrected, please return to that date and resubmit corrected time.
      
      ▪ Previously approved time off needs to be corrected through the Correct Time Off process, it cannot be changed in Time Entry.

   b. Click [OK].

Submit Time:

1. After you used any method listed prior to enter your time, the Time Entry calendar is displayed.
   a. Review your Total hours for accuracy in the top right corner.

<table>
<thead>
<tr>
<th>Holiday Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>37.5</td>
</tr>
</tbody>
</table>

   b. Click [Submit this Week]. Time will not be submitted without clicking this Icon.
   c. Type comments if applicable.
      
      Note: Comments are viewable by administrative users.
   d. Click [Submit].

      Note: In order to get paid, your Time Approver must approve your time. Once approved, your time will have a green checkmark in the time block.

Next Steps

1. The Time Approver approves time.
2. Additional approvals may be needed if your work country is not in the US or Rwanda.

Reference Materials

None