Time Tracking: Enter Time Worked in Time Tracking

Employee

Workday Time Tracking provides workers many options for entering time. The options available depend on time entry configurations, business process security policies, and whether your organization uses calendar-based time entry or high-volume time entry.

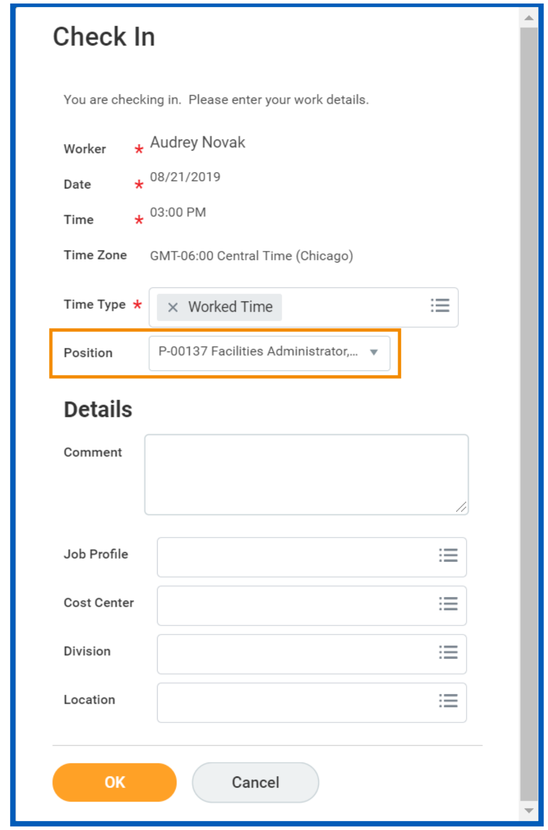
CALENDAR-BASED USER INTERFACE

ENTER TIME USING CHECK IN/OUT

Depending on your organization's configuration, you can enter time worked based on check-in and check-out times.

From the Time application:

1. Click **Check In**.
2. Enter the Time Type and Details.
3. (Optional) Depending on your organization's configuration, if you have multiple jobs, you can choose the position you are entering time for.
4. Select the Project, if it is required.
5. Click **OK**, then **Done**.
6. After your work is completed, navigate back to the Time application and click **Check Out**.
7. Select a reason for check out.
8. Click **OK**, then **Done**.



ENTER TIME BY WEEK

You can also enter time worked based on hours per day.

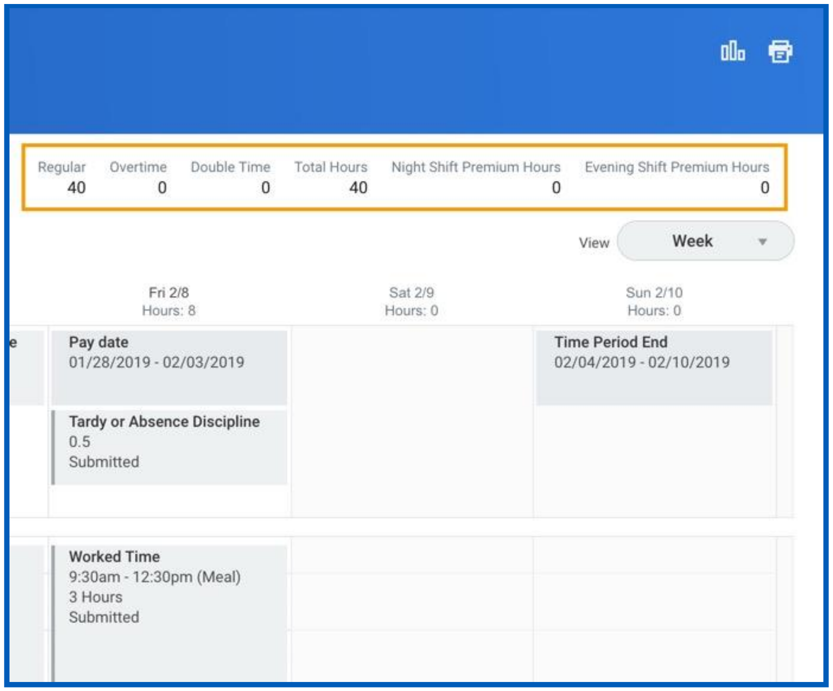
From the Time application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**.
4. Click the day on the time entry calendar for which you want to enter time.

5. The Enter Time window displays. Complete all required fields.
6. Click **OK**.

> Note: There are two other options for entering time from the Enter Time menu: auto-filling time worked from a prior week or auto-filling time worked from scheduled hours on your work schedule calendar.

7. Complete all calendar entries according to the time worked. Total Hours update and display above the calendar.



8. Select any time block to make necessary corrections.
9. In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
10. Click **Submit** twice, then **Done**.

ENTER TIME FOR A PROJECT, PROJECT PHASE, OR PROJECT TASK

A worker must be assigned to an active project in order to enter time for it. A worker can add the project, project phase, or project task, based on your organization's configuration and requirements. You may be able to use the auto-fill feature from the Enter Time button if your time is identical to the prior week.

From the Time application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**.
4. From the Enter Time pull-down menu, click **Quick Add**.

> Note: Quick Add lets you add your time by one type for that week. Enter Time by Type lets you add multiple types of time for a specific week.

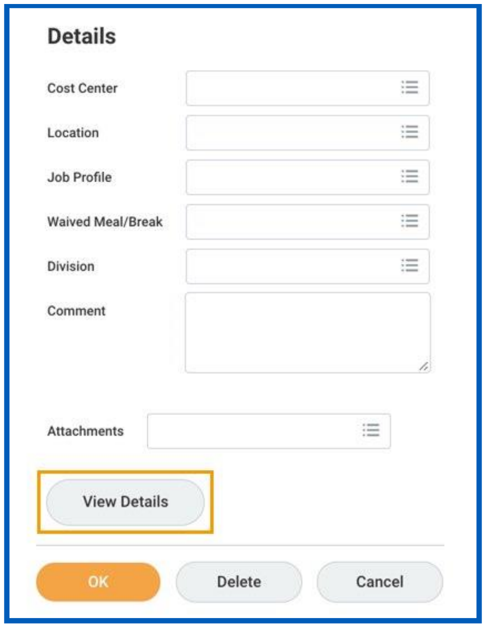
5. From the Time Type prompt, select **Project Plan Tasks** > **Project Phase**, and/or **Project Task** (if required).
6. Under Details, complete each required prompt, including the Division and Cost Center if these do not already default.
7. Click **Next**.
8. Add the number of project hours you worked in the days of the week your time entries apply to.
9. Click **OK**, then **Submit** twice.
10. Click the **Details and Process** arrow to review your time. Here,

you can see the time you submitted under the Details tab. You can also see next approval steps under the Process tab.

VIEW DETAILS OF SUBMITTED TIME

From the Time Entry calendar:

1. Select a time block to view detailed information about your time entry.
2. Click the **View Details** button.

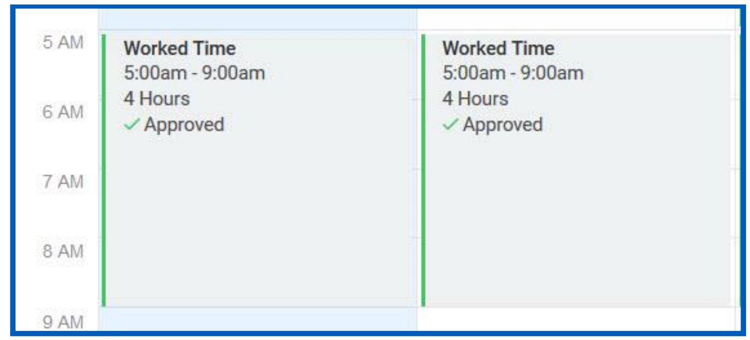


3. Click the **Reported** tab to view reported work time.
4. Click the **Calculated** tab to view calculated time.
5. Click the **History** tab to view the process history of a particular time entry.

MODIFY PREVIOUSLY REPORTED TIME

From the Time application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.



4. Click the time block. A window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

HIGH VOLUME TIME ENTRY (HVTE)

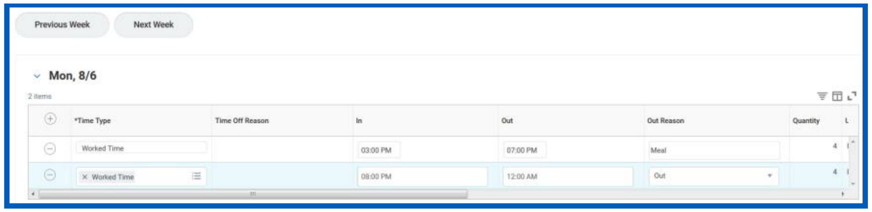
ENTER TIME

From the Time application:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week and click **OK**.
3. Add a row for each time block on the days you need to enter time.

Note: Based on your time entry template configuration, the In/Out rows may default into your High Volume Time Entry grid.

4. Enter time block details.

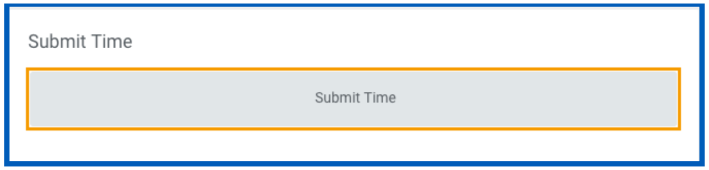


5. Click **Next**.
6. Review your daily and weekly totals and click **Save**.

SUBMIT TIME

From the Time application:

1. Select **Submit Time**. This option will appear only when there are time blocks available to submit.



2. Select the week or period to submit and click **OK**.
3. Review your daily and weekly totals and click **Submit**.

ENTER TIME WORKED FOR MOBILE.

IPHONE

Use the Time Tracking app to enter time. From the Time Tracking app:

1. Tap **Enter Time**.
2. Tap a day of the week on the calendar for your time entry. You can also use the auto-fill feature to automatically fill out your time, based on the time you entered in a previous week.
3. Tap **Add New**.
4. Confirm the Time Type. If selecting a Project, from the Time Type prompt, select **Project** > **Project Phase** and/or **Project Task** (if required).
5. Select any additional information your organization requires, including Cost Center, Job Profile, Waived Meal/Break, and Division.
6. (Non-hourly) Tap the **Hours** field and select the amount of time worked.
7. Enter any additional information.
8. Tap **OK**. If incorrect, an error message will display.
9. Repeat the process to enter additional blocks of time for the day or week, as needed.
10. Tap **Submit** or **Submit This Week** when you are ready to send your hours for approval. Review your submitted time and add any comments.
11. Tap **Submit** again to confirm that the reported hours are accurate. Next steps for approval will display.

workday. | EDUCATION

IPAD

Use the Time Tracking app to enter time or to check in/out.

From the Time Tracking app:

1. Tap **Enter Time**.
2. Tap a day of the week for your time entry. You can also use the auto-fill feature to automatically fill out your time based on the time you entered in a previous week.
3. Confirm the Time Type. If selecting a Project, from the Time Type prompt, select **Project** > **Project Phase** and/or **Project Task** (if required).
4. (Hourly) Tap and select the **In** and **Out** time and your **Reason** from the prompts.
5. Select any additional information your organization requires, including Cost Center, Job Profile, Waived Meal/Break, and Division.
6. (Non-hourly) Tap the **Hours** field and select the amount of time you worked.
7. Enter any additional information.
8. Tap **OK**. If incorrect, an error message will display.
9. Repeat the process to enter additional blocks of time for the day or week, as needed.
10. Tap **Submit** when you are ready to send your hours for approval.
11. Tap **Submit** to confirm that the reported hours are accurate and to authorize payment. You will see any approvals needed once you submit your time.

CHECK IN/OUT (HOURLY EMPLOYEES) - IPHONE

From the Time Tracking app:

1. Tap **Check In/Out**.
2. Tap **Check In** when you start working.
3. Select the **Time Type** from the prompt. Add additional information as needed, including Cost Center, Job Profile, Waived Meal/Break, and Division. Select the Project as Time Type, if applicable.
4. Tap **Done**.
5. Tap **Check Out** when you stop working.
6. Select a **Check Out** reason, such as Break, Meal, or Out. Use the Check In/Out feature as required throughout the day.