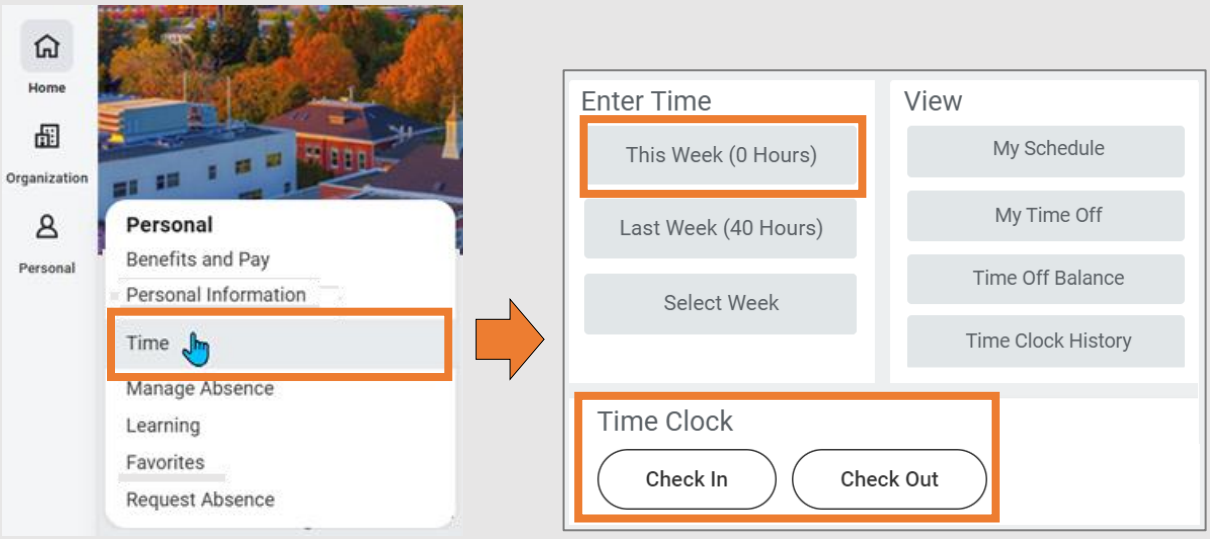
The Time worklet in Workday is used exclusively for tracking the time worked by hourly employees. Please note that regardless of how you enter your time, you must approve and submit it for manager review by Monday of a payroll week.

Navigation to Time Tracking

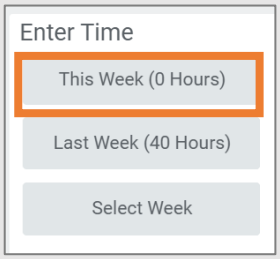
After logging into Workday, hover over the **Personal** icon on the left-hand side of the page. From the resulting menu, select **Time.** You will be presented with a menu of options to enter time and view historical time information.



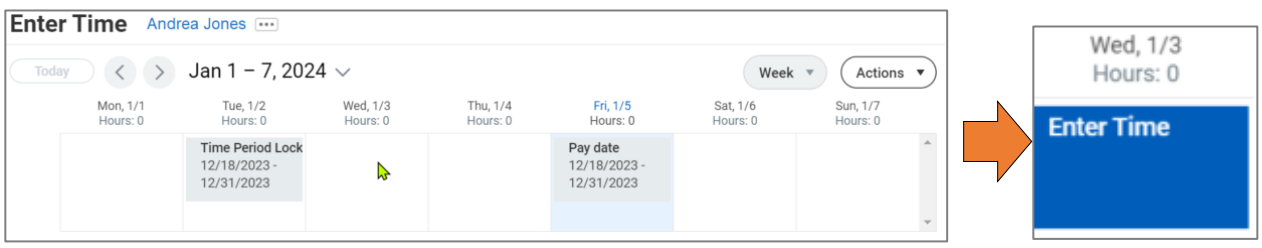
There are two options you may use to enter time. You may enter blocks of time by clicking on the **This Week** button, or you can use the **Time Clock** section to punch in and out of your shift.

Option 1: Manually Entering Hours

1. Click on the Time worklet, then click the **This Week** button from the Enter Time menu.



2. You will be presented with a calendar – you can click on any day on the calendar to record time worked that day. Upon doing so, the day will highlight and an Enter Time form will appear.

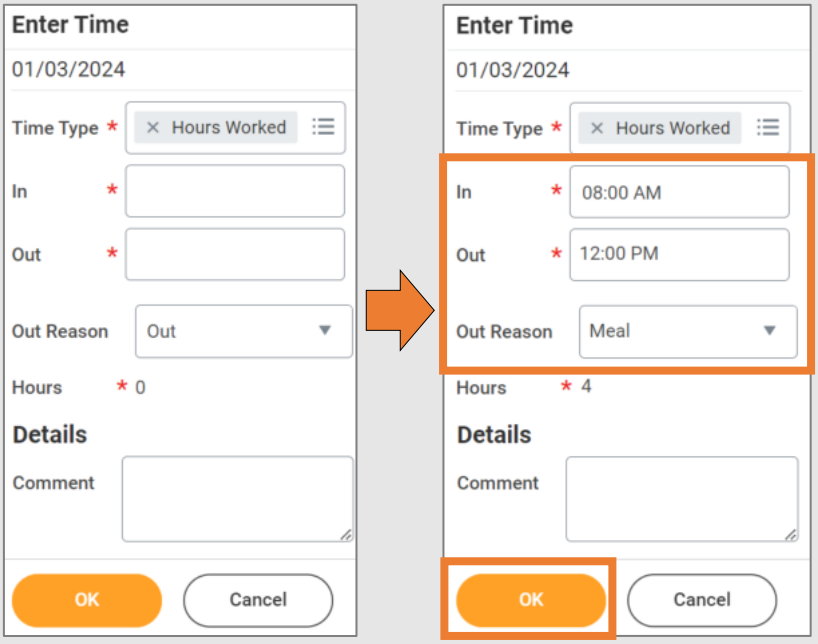


3. Enter an in time for the start of the shift block and out time for the end of a shift block in the Enter Time form.

Note that the Out Reason should be changed to **Meal** when your Out time is due to taking a meal period.

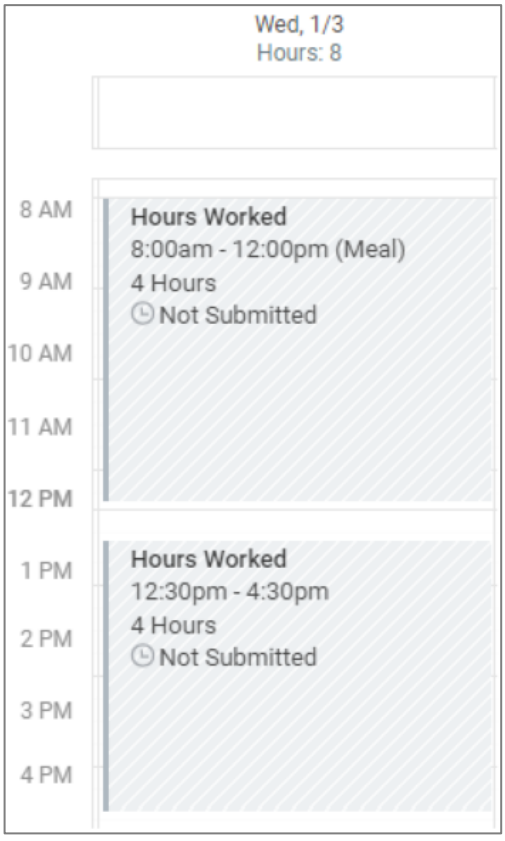
As needed you can add a comment about the time entered.

Click **OK** when finished.



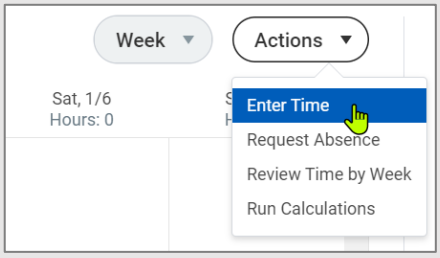
4. Here is how a standard workday would appear on the calendar, including taking a 30-minute lunch.

Note: Once clicking OK, the time is automatically saved and does not need to be submitted for approval until the end of the pay period.

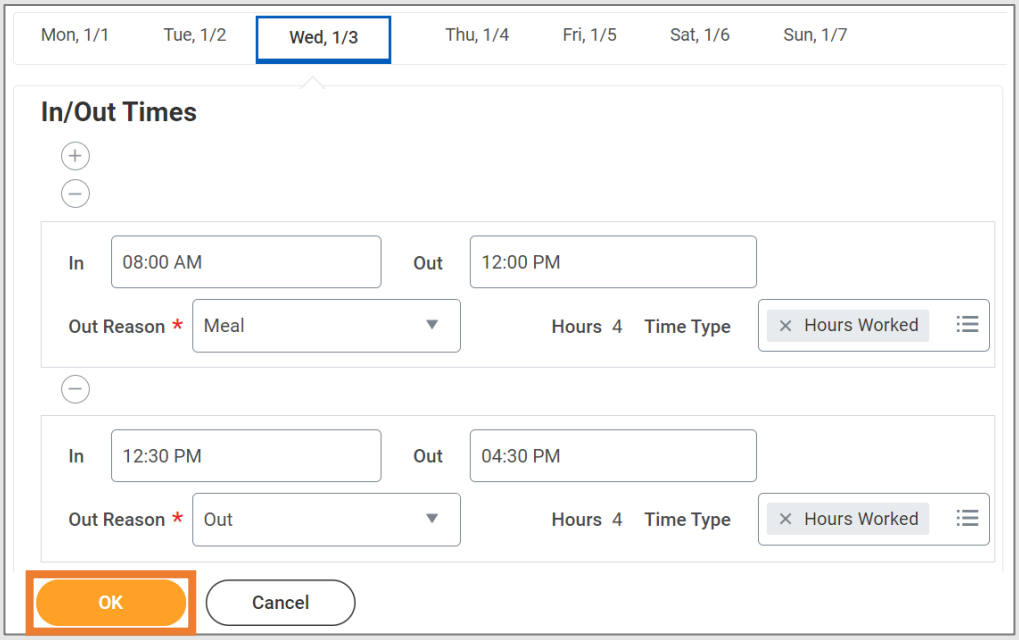


5. There is an alternative view that provides the same week-based time entry but in a different format.

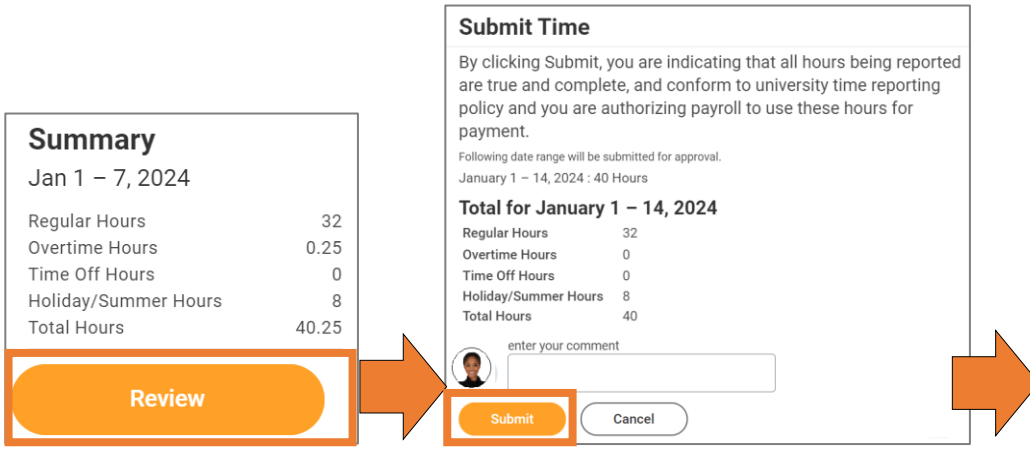
To access it, click on the Actions button in the upper right of the screen, then select **Enter Time**.



While time worked should be entered on a daily basis, there may be times where it is necessary to enter more than one day at a time. This screen allows you to enter time in and out more quickly when doing so. Click on a date tab to enter time in and out for that day, clicking **OK** to save your entry.



6. At the end of the 2-week pay period, you will receive a notification from Workday to log in and submit your hours for manager approval. To do this, you will access your timesheet through **Enter Time – This Week** again and click the **Review** button at the bottom right of the screen. Review your time for accuracy, then click the **Submit** button to finish the approval.

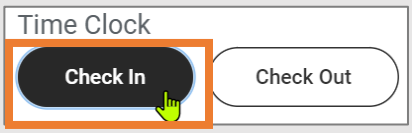


You will receive confirmation that your time has been submitted and has been forwarded to your supervisor for approval.

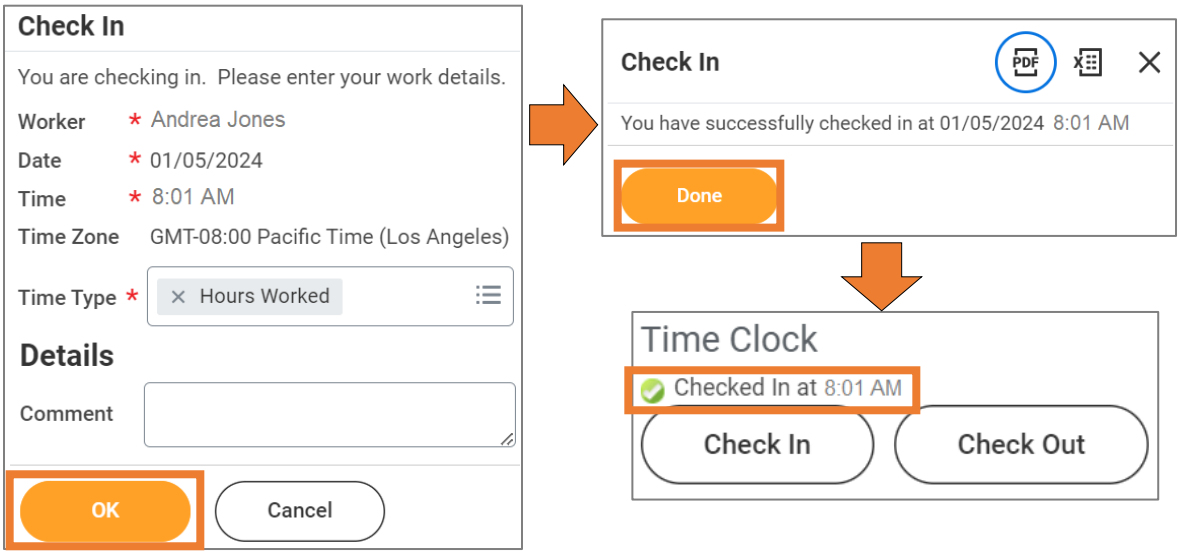
Note that the time blocks will display in solid gray once you submit for approval.

Option 2: Using the Time Clock

1. The Time Clock will allow you to Check In/Out for your shift quickly and easily, recording your exact time in or out. Click **Check In** to record the time you start your shift.

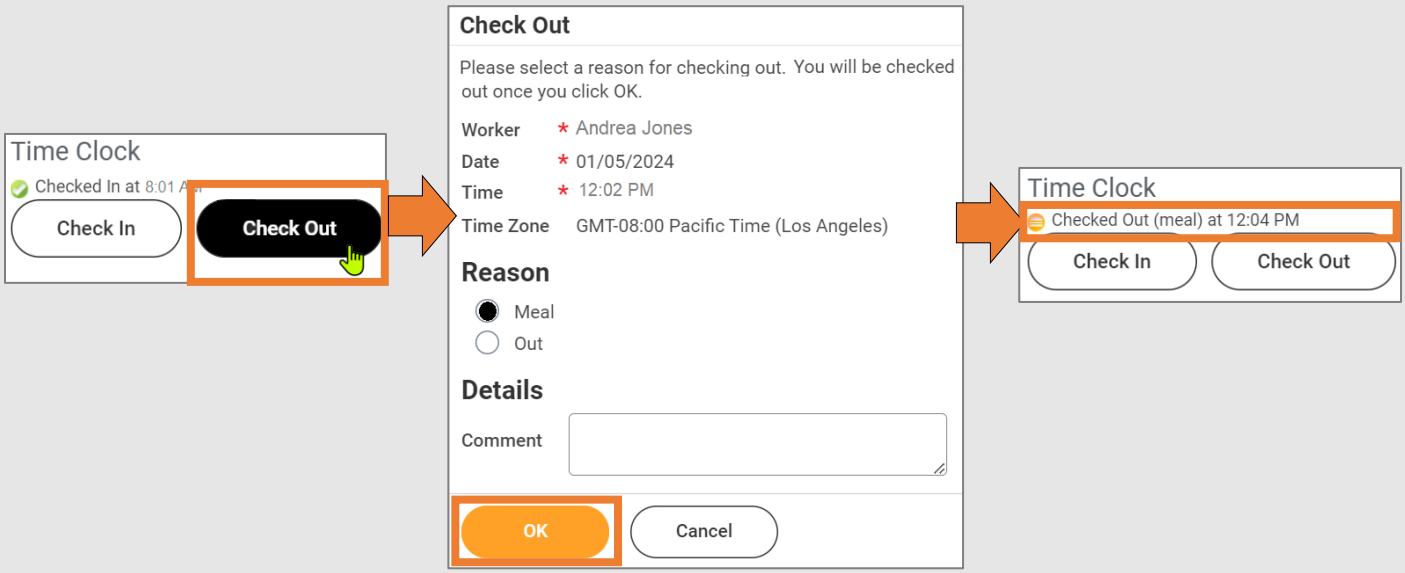


2. Click **OK** and then **Done** to submit. A note indicating you have checked in with the time you did so will appear in the Time Clock area.



Note: Callback hours, when needed, can be logged using the Callback area under Time Type.

3. To clock out, click the **Check Out** button on the timeclock. Indicate whether you are leaving for lunch, **Meal**, or for the rest of the day, **Out**, and then click **OK** and then **Done** to submit. The time you checked out will display in the Time Clock area.



4. Follow the approval steps described above to submit your hours for manager approval.

Entering Time for More than One Job

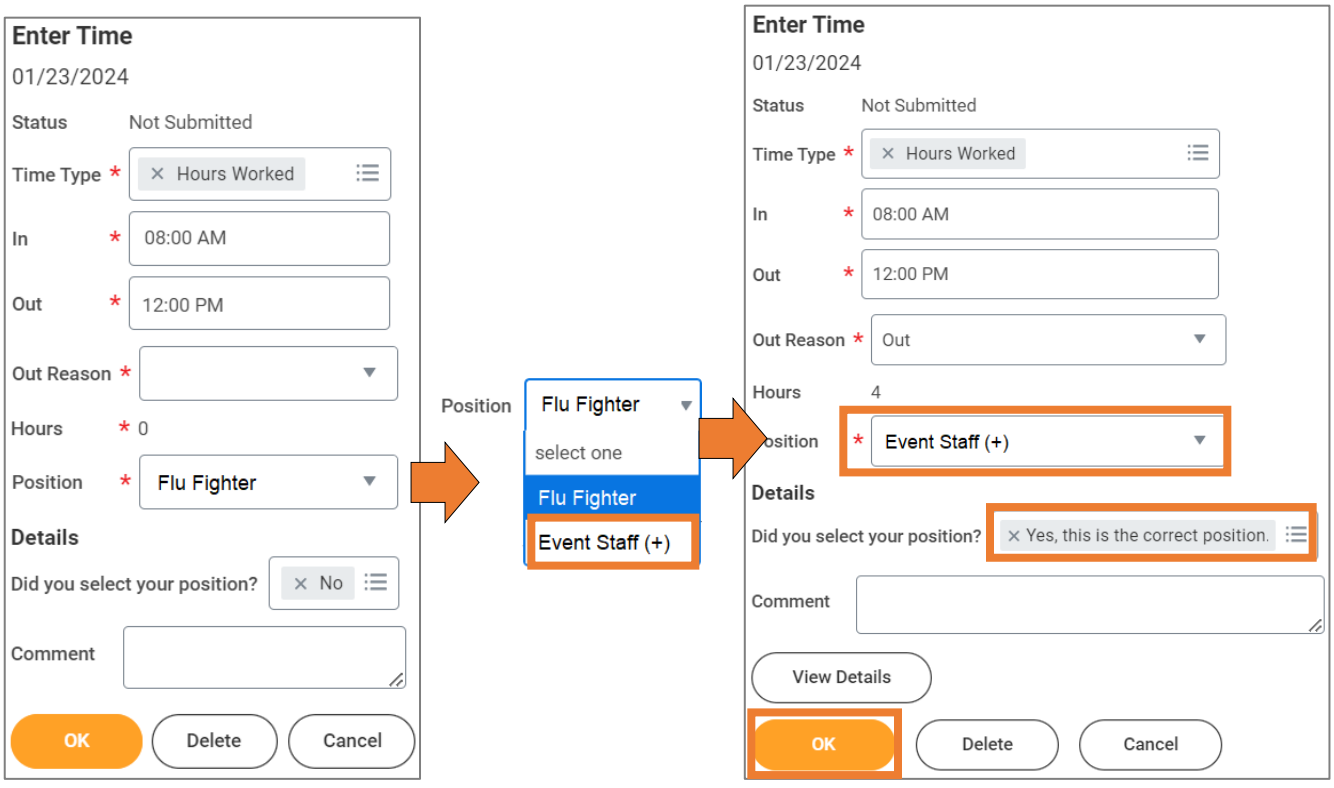
Some hourly employees, particularly student workers, have more than one position at Willamette. In order to ensure the correct department is being charged for the work, the employee must indicate the correct position when entering time. Follow these steps.

Entering Time Manually

1. Follow the steps one and two described in Option 1 above as usual.

2. Once reaching the time entry form enter the In and Out times as usual. The position field will default to your primary job. To change it to your second job, click in the position field and select the second job title.

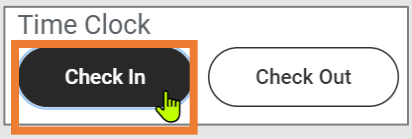
Next go to the **Did you select your position?** field and remove No by click on the x next to the word. Click in the field and select **Yes, this is the correct position**. Click **OK**. Please note that even if you are entering time for your primary job, you still need to change this field to yes to affirm the right job has been chosen.



You will follow the same process when you clock out for your shift.

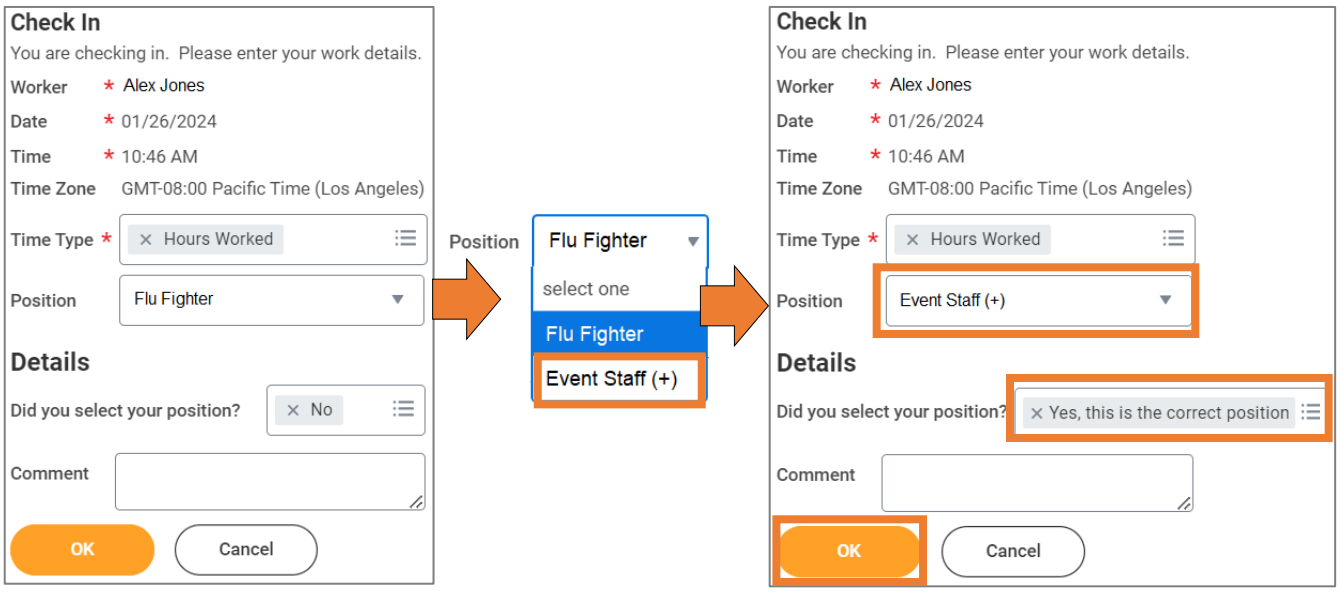
Using the Time Clock

1. Click **Check In** to record the time you start your shift as usual.

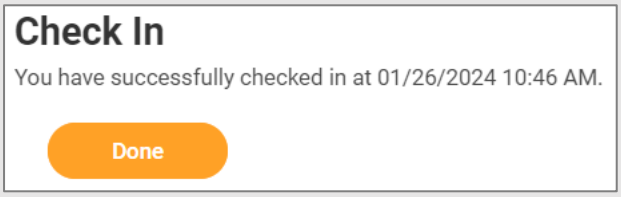


2. The time entry form will appear. The position field will default to your primary job. To change it to your second job, click in the position field and select the second job title.

Next go to the **Did you select your position?** field and remove No by click on the x next to the word. Click in the field and select **Yes, this is the correct position**. Click **OK**. Please note that even if you are entering time for your primary job, you still need to change this field to yes to affirm the right job has been chosen.



3. Click **Done** on the next screen to complete the entry.



4. You will follow the same process when you clock out for your shift.