Time Sheets: Enter Time Worked in Time Tracking

Time Tracking provides workers many options for entering time. The options available depend upon your Enterprise Agreement/Award.

To track time worked, go to the **Time** application on your home page.

**CALENDAR-BASED USER INTERFACE**

**ENTER TIME USING CHECK IN/OUT**

You can enter time worked based on check in and check out times. Campus Life employees should use this method once they have reached their place of work. This can be done from the Workday mobile app as well (see below).

**From the Time application:**

1. **Click Check In.**

2. Enter the **Time Type** and **Details**.

3. If you have multiple jobs, choose the position you are entering time for.

4. **Click OK**, then **Done**.

5. After your work is completed, navigate back to the Time application and click **Check Out**.
6. Select **Out Reason** for check out (e.g. Meal or Out).

7. Click **OK**, then **Done**.

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**ENTRER TIME BY WEEK**

You can also enter time worked based on in or out times.

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.

7. Complete all calendar entries according to the time worked. Total Hours update and display above the calendar. Totals will vary depending on your Enterprise Agreement/Award.

8. To correct entries, click on the respective time block.

9. In the time block window, click OK to save corrections or Delete to remove a time block.

10. Click Submit twice, then Done.

Note: There are two other options for entering time from the Enter Time menu: Quick Add, which allows you to enter the same time blocks over multiple days and auto-filling time worked from a prior week.
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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.
4. 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.
5. Click the time block. A window displays.
6. Edit the details of the time block and click OK or Delete.
ENTER TIME WORKED – VIA MOBILE DEVICE

**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 the **Add New** icon on 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. Select a **Time Type**.
4. Tap **In** and **Out** fields to enter the time, then tap the **checkmark** to save.
5. Depending on your Enterprise Agreement/Award you may be required to enter additional details such as Teaching Units or Other Activities.
6. Tap **OK**. If incorrect, an error message will display.
7. Repeat the process to enter additional blocks of time for the day or week, as needed.
8. Tap **Submit** when you are ready to send your hours for approval.
9. 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.
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**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 populate your time, based upon time entered in a previous week.
3. Tap **Add New**.
4. Confirm the **Time Type** and **Position**.
5. Depending upon your Enterprise Agreement/Award you may be required to enter additional details such as Teaching Units or Other Activities.
6. Tap the **In** and **Out** or **Units** fields to enter the time.
7. Tap the **checkmark** to save, then tap **Close**.
8. From the **Out Reason** prompt, select a reason.
9. Enter any additional information.
10. Tap **OK**. If incorrect, an error message will display.
11. Repeat to enter additional blocks of time, as needed.
12. Tap **Submit** or **Submit This Week** to send for approval. Review your submitted time and add any comments.
13. Tap **Submit** again to acknowledge that the reported hours are accurate. Next steps for approval will display.

**CHECK IN/OUT - IPHONE**

From the Time Tracking app:

1. Tap **Check In/Out**.
2. Tap **Check In** when you start working.
3. Choose a **Time Type** from the prompt.
4. Add additional information if needed, including Cost Center, Teaching Units and Other Activities.
5. Tap **Next**.
6. To take a meal break, tap **Meal**.
7. When you are ready to start work again, tap **Check Back In** and repeat steps 3 to 5.
8. Use the Check In/Out feature as required throughout the day.
9. Tap **Check Out** when you stop working.
10. Tap **Done**.