

Workday Time Tracking provides many options that workers can use to enter time. Please view the different options to enter time in the Calendar-Based User Interface section, as some of the ways to enter time are much faster than others.

If you are a Salary/Overtime Exempt Employee, you must enter time if you work on a holiday, need to record time worked on a project, need to update the function code to something other than the default, or if you are working on restricted duty. Otherwise you will only be required to track vacation and absences, please reference the Time Off job aid.

CALENDAR-BASED USER INTERFACE

ENTER TIME BY WEEK

From the **Time** application:

1. Click **This/Last Week** under Enter Time.
2. Click the day on the time entry calendar for which you want to enter time.
3. The Enter Time window displays.
4. Use the select list  in **Time Type** to find **Worked Hours** located under **Time Entry Codes**. You can also type **Worked Hours** in the box and press enter.

 **Note:** If it is a holiday, you work rotating shifts, you're entering time for a project or there is something not typical please reference the special time types at the end of this document.

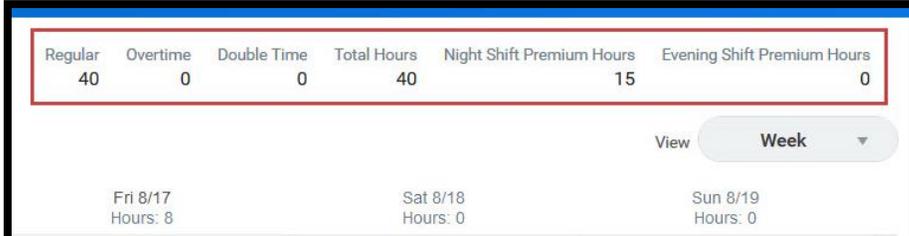
5. Input the number of **hours** you worked that day.
6. Finally, you will be required to select, from the drop-down menu, the

correct **Function Code** for the hours entered. Please ask your supervisor if you are unsure of what function code to use.



Note: Function codes are the same in OpFin and Workday. When you click into the function box, you can search by name or code number.

7. Click **OK**.
8. Complete all calendar entries according to the time worked. Total hours update and display above the calendar.

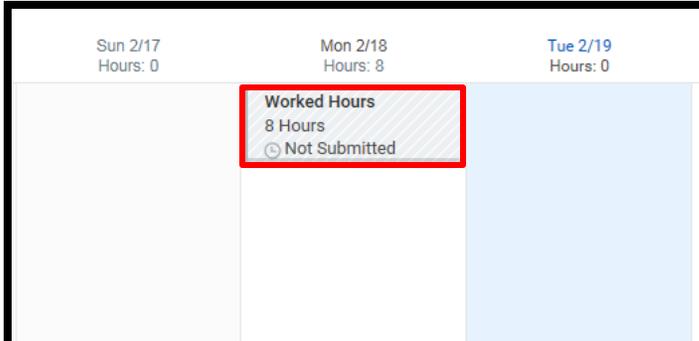


Regular	Overtime	Double Time	Total Hours	Night Shift Premium Hours	Evening Shift Premium Hours
40	0	0	40	15	0

View: **Week** ▼

Fri 8/17 Hours: 8 Sat 8/18 Hours: 0 Sun 8/19 Hours: 0

9. You can select any previously added time block, by clicking on it, to make necessary corrections, even if it has been approved. If you correct a previously approved time block, you will need to resubmit for manager approval.



Sun 2/17 Hours: 0	Mon 2/18 Hours: 8	Tue 2/19 Hours: 0
	Worked Hours 8 Hours ⏸ Not Submitted	

10. In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
11. Click **Submit** twice, then **Done** to submit time for the pay period.

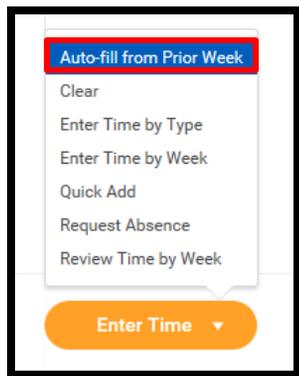
ENTER TIME BY AUTO-FILL FROM PRIOR WEEK

From the **Time** application:

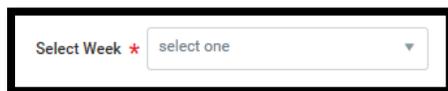
1. Click **This/Last Week** under Enter Time
2. At the bottom left click the down arrow next to the Enter Time button.



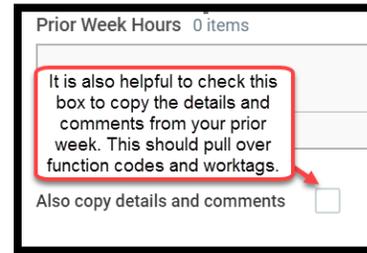
3. Click Auto-fill from Prior Week.



4. Select Week from drop down menu.



5. Verify information and make changes as needed.



6. Click **OK**.

ENTER TIME BY QUICK ADD

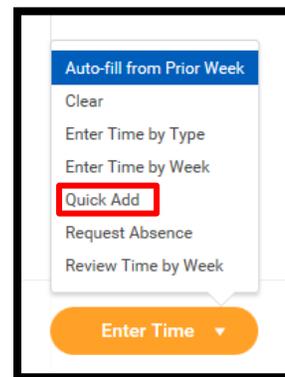
Use Quick Add to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.

From the **Time** application:

1. Click **This/Last Week** under Enter Time
2. At the bottom left click the down arrow next to the Enter Time button.



3. Click Quick Add.



- Use the select list  in **Time Type** to find **Worked Hours** located under **Time Entry Codes**. You can also type **Worked Hours** in the box and press enter.
- Select the correct **Function Code** for the hours entered.



Note: All entries will be for the same **Time Type** and **Function Code** selected in this step.

Worker [REDACTED]

Start Date 03/22/2019

End Date 03/28/2019

Time Type X Worked Hours 

Details

Region 

Location 

Work Identification 

Time Entry Type 

Function * X 010 Administration 

- Click **Next**
- Enter number of hours per day.

Worker [REDACTED]

Start Date 03/22/2019

End Date 03/28/2019

Time Type Worked Hours

Function 010 Administration

1 item   

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
8	0	0	8	8	8	8

- Click **OK** when you are finished.
- You will be returned to your time calendar and confirm your entries there.

ENTER TIME BY TYPE

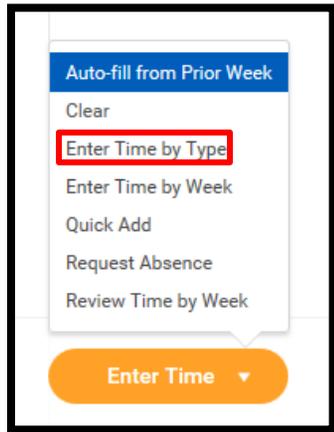
In this view, you will be able to add multiple time types or the same time type with various function codes.

From the **Time** application:

- Click **This/Last Week** under Enter Time
- At the bottom left click the down arrow next to the Enter Time button.



- Click **Quick Add**.



- If you work more than one **Time Type** or need to use various **Function Codes** in the week you can easily add them all here.

Time Type	Worktags	Do Not Bill	Fri, 12/28
TCP-0PZG(14)-8Q-14	Region: 14 Carroll Time Entry Type(s): Worked Hours	<input type="checkbox"/>	0
Holiday - Banked	Function: 010 Administration	<input type="checkbox"/>	0
× Worked Hours ⋮	× Function: 010 Administration ⋮	<input type="checkbox"/>	8
			8

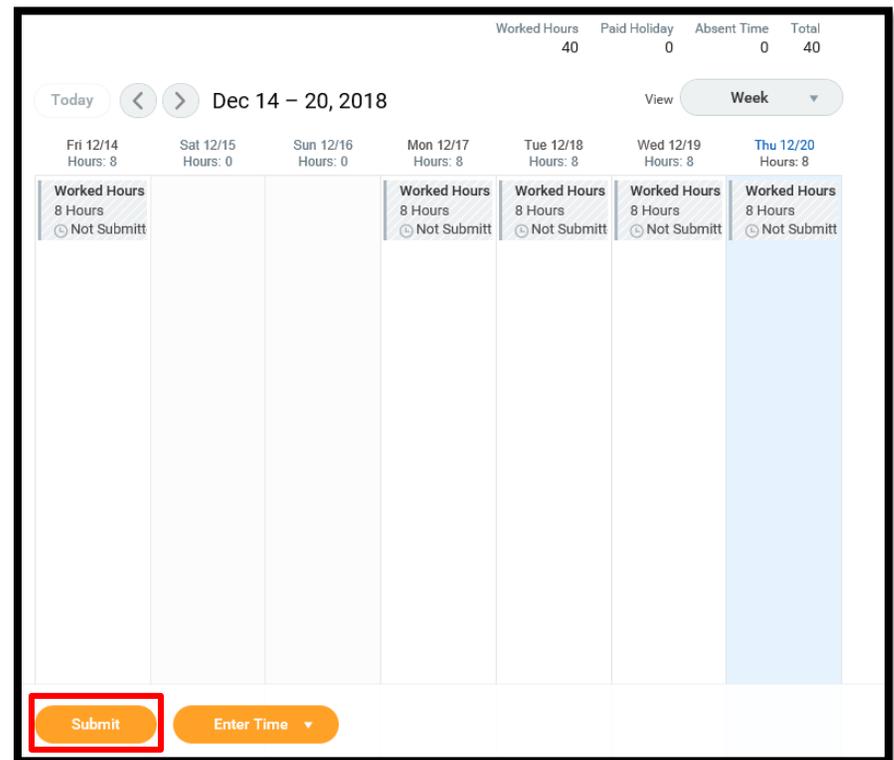
- You can add rows by using the  or take them away by using the  button.
- Make sure that you are entering your **Function** under **Worktags**
- When you are finished entering time click **Ok**
- It will take you to your calendar where you can see the information you

just entered.

SUBMIT TIME

From the **Time** application:

- Click **Select Week, This Week, or Last Week** under Enter Time to select the pay period you need to submit.
- After you have entered time click **Submit** at the bottom. (picture to the right)



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.

Enter Time
03/26/2019

Status Not Submitted

Time Type *

Hours *

Details

Region

Location

Work Identification

Time Entry Type

Function *

Comment

Attachments

View Details

OK Delete Cancel

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 time entry.

Time Block [8 Hours on 03/26/2019](#) Actions

Worker

Date 03/26/2019

Status Not Submitted

Reported Calculated History

Reported Quantity 8 Hours

Time Entry Code Worked Hours

Source User Entered

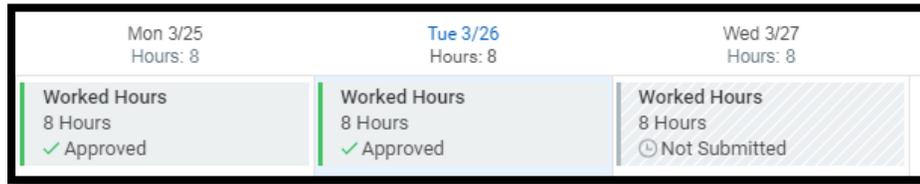
Comment (empty)

Function [010 Administration](#)

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**.
6. If you make edits, you will need to resubmit your time.

ENTERING OTHER TIME TYPES

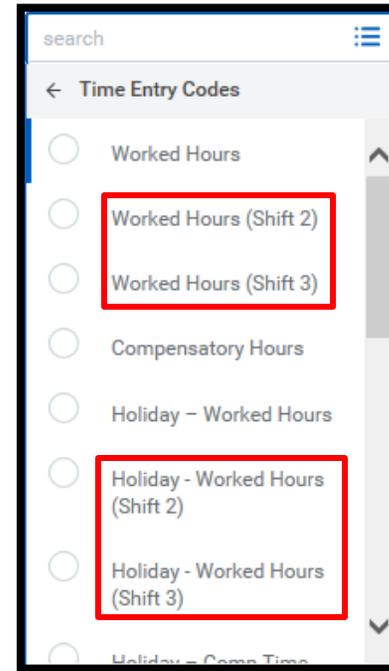
ENTERING TIME FOR DIFFERENT SHIFTS



Note: You will only have this option if your work shift changes. If you only work 1st, 2nd, or 3rd then this will not be an option and you will use Worked Hours.

From the **Time** application:

7. Click **This/Last Week** under Enter Time (Unless you are entering time from a different week then use **Select Week**.)
8. Click the day on the time entry calendar for which you want to enter time.
9. The Enter Time window displays.
10. Click the white box next to **Time Type**, then select **Time Entry Codes**, and you will select the correct **Worked Hours** based on your shift.



11. Input the number of **hours** you worked that day.
12. Finally, you will be required to select the correct **Function Code** for the hours entered. Please ask your supervisor if you are unsure of what function code to use.
13. Click **OK**.

WORKED HOLIDAY – FOR HOURLY ONLY

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 including **Time Type** specified as **Holiday – Worked Hours**.
6. Click **OK**.



Note: Create a separate time entry in the same day and specify **Time Type** as **Holiday – Banked** to bank the specified worked hours and reduce the paid holiday hours

WORKED HOLIDAY – FOR SALARY/OVERTIME EXEMPT ONLY

From the **Time** application:

7. Click **Select Week** under Enter Time.
8. Select a date corresponding with the week.
9. Click **OK**.
10. Click the day on the time entry calendar for which you want to enter time.
11. The Enter Time window displays. Complete all required fields including **Time Type** specified as **Worked Hours** do not use Holiday-Worked Hours.
12. Click **OK**.



Note: Create a separate time entry in the same day and specify **Time Type** as **Holiday – Banked** to bank the specified worked hours and reduce the paid holiday hours

RESTRICTED DUTY

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 including **Time Type** specified as **Restricted Duty**.
6. Click **OK**.

CALL BACK TIME

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 including **Time Type** specified as **Call Back Worked Hours**.



Note: Enter the actual hours worked when called back, the system will calculate the round up

6. Click **OK**.

COMP TIME

From the **Time** application:

1. Click **Select Week** under Enter Time.

2. Select a date corresponding with the week that you have worked overtime.
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 including **Time Type** specified as **Compensatory Hours**

HOLIDAY COMP TIME

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 including **Time Type** specified as **Holiday – Comp Time**.
6. Click **OK**.

PROJECT TIME

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 **Time Type** specified as **Project Name**.
6. **Enter Number of Hours**
7. Make sure the **Region** is correct.
8. Enter the correct **Time Entry Type(s)** i.e. Worked Hours
9. Enter the correct **Function** code
10. Click **OK**.

Enter Time
12/17/2018

Time Type *

Hours *

Details

Region

Location

Work Identification

Time Entry Type(s)

Function

Comment

OK **Cancel**