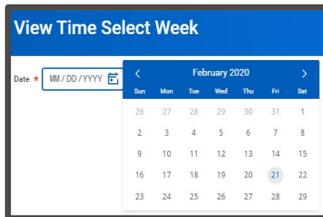


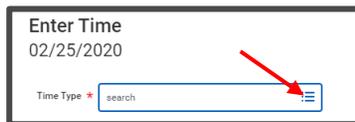
## RECORDING YOUR TIME TO PROJECTS

If you are required to enter your time under Projects and Functions, contact your Supervisor or Work Lead for your specific project/function information.

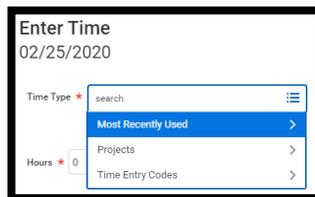
1. Click on the Time application
2. Click Select Week under Enter Time
3. Click on calendar icon or type in a date



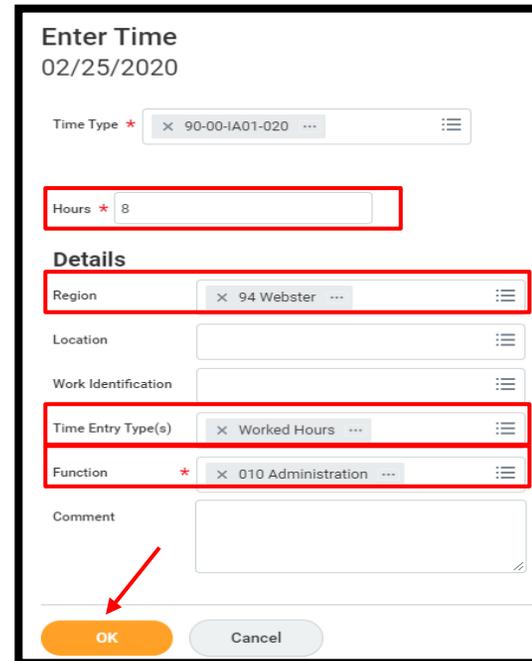
4. Click the OK button at the bottom of the page
5. Click in the box under the day for which you want to enter time
6. Click on the menu icon in the Time Type box



7. Click on Most Recently Used to display projects you selected in the past and click to select option you want OR
8. Click on Projects to display list of project options



9. Click on the Project number



10. Enter Number of Hours
11. Click and scroll down in the Region box to select the County
12. Enter the correct Time Entry Type(s) – e.g., Worked Hours
13. Enter the correct Function code
14. Click OK.
15. Click the Submit button when all time for week is entered



**Note:** For additional information on entering time in Workday, please see (URL – job aid)