

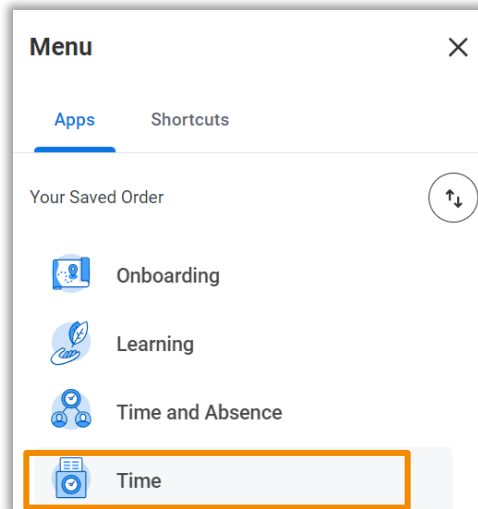
WORKDAY ENTER TIME (EMPLOYEES)

This user guide will assist you with entering your timecard in Workday.

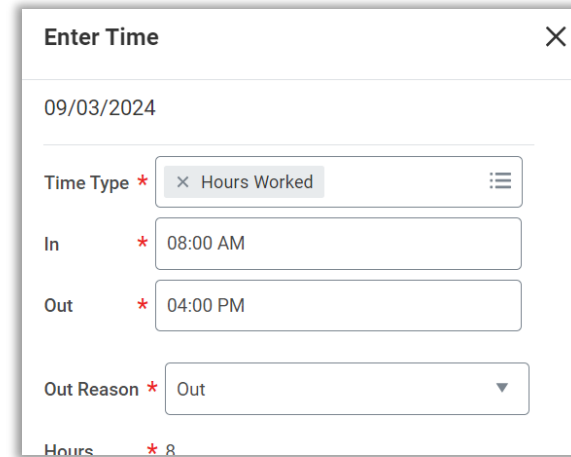
Enter Time

You will be able to enter time from the **Global Menu**.

1. Navigate to the **Global Menu** in Workday.
2. Click **Time** in the Global Menu.



3. In the **Enter Time** section, click **This Week**.
4. Within the **Time** grid, select the day and a number of hours.
5. Click **Enter Time**.
6. Type in your **In** and **Out** times.
7. Confirm that the **Time Type** and number of **Hours** is correct.



8. Add Worktags, if applicable.



9. Click **OK**.
10. Click **Review**.
11. Click **Submit**.

What's next . . .

Your time submission will be routed to your manager for review and approval.

