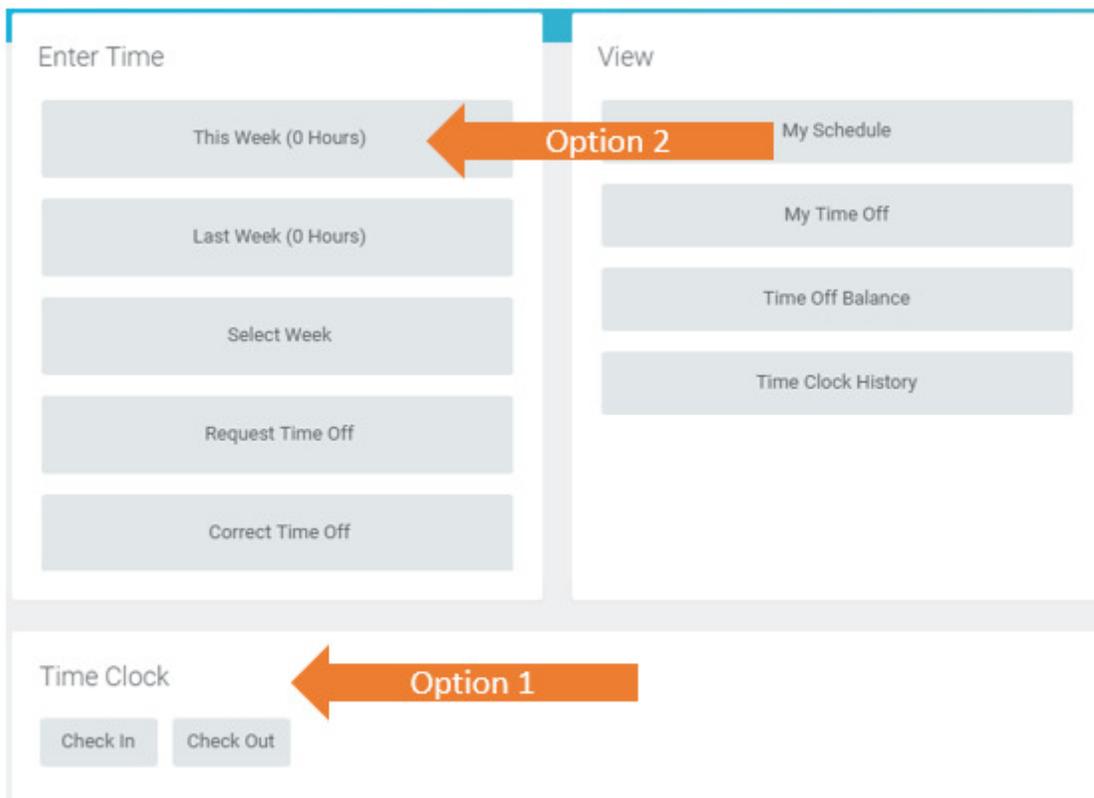


### Tracking Time Worked (Time Worklet)

The Time worklet is used exclusively for tracking the time worked by hourly employees. (If you are a salaried employee, you will not see this worklet on your homepage.)

There are two options for entering time:

1. Use the Time Clock to Check In/Out for each shift
2. Enter time worked by week



### Using the Time Clock (Option 1)

The Time Clock will allow you to Check In/Out for your shift quickly and easily, recording your exact time in or out. Be sure to indicate when you're leaving for a meal period versus at the end of your workday.

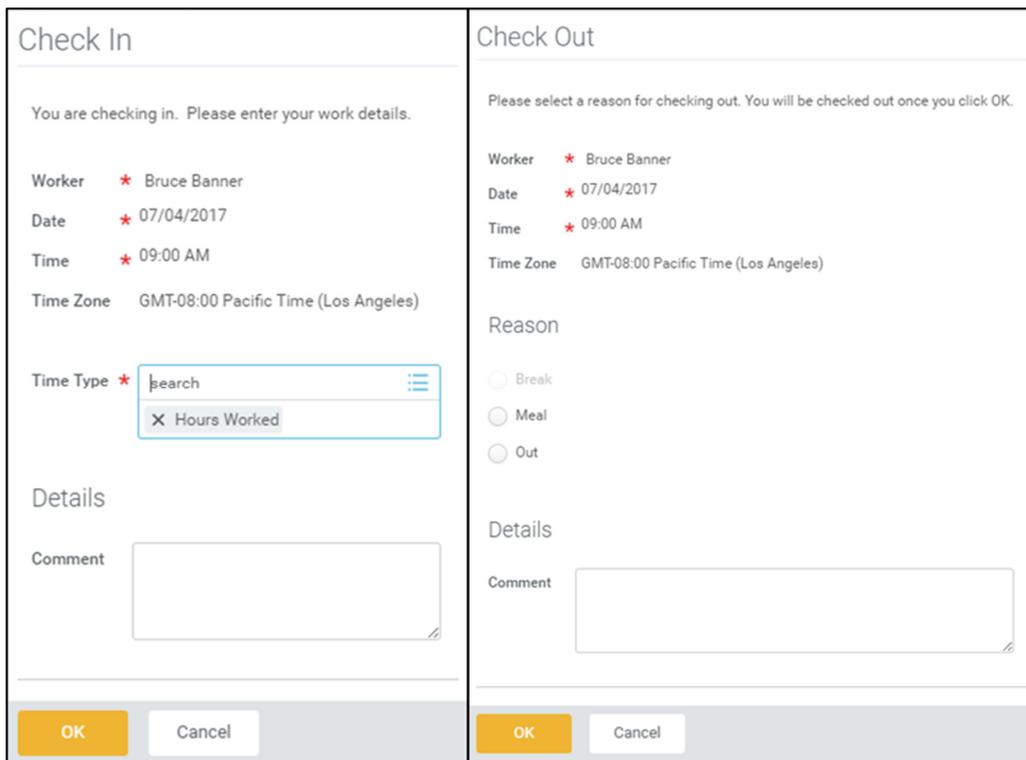
#### Time Clock



The images below display the Check In/Out screens, which take just a click or two to complete.

For Check In, you can leave everything at the default and click "OK" to submit. Note: Callback hours, when needed, can be logged using the Callback area under Time Type.

For Check out, indicate whether you are leaving for lunch ("Meal") or for the rest of the day ("Out") and then click "OK" to submit.

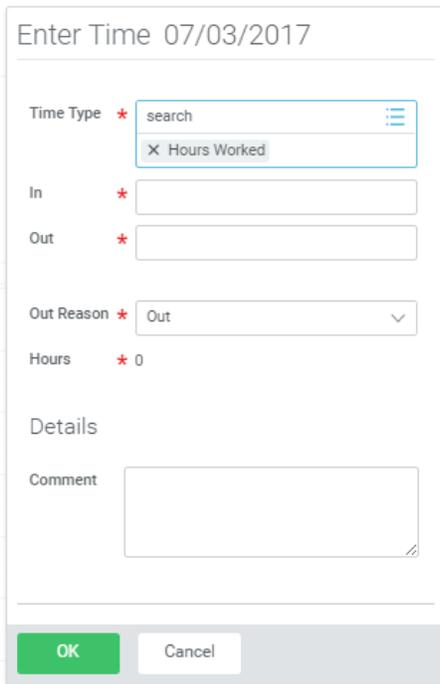


The image shows two side-by-side screenshots of the Workday Time Clock interface. The left screenshot is titled "Check In" and contains the following fields: Worker (Bruce Banner), Date (07/04/2017), Time (09:00 AM), Time Zone (GMT-08:00 Pacific Time (Los Angeles)), Time Type (Hours Worked), and a Comment field. The right screenshot is titled "Check Out" and contains the following fields: Worker (Bruce Banner), Date (07/04/2017), Time (09:00 AM), Time Zone (GMT-08:00 Pacific Time (Los Angeles)), Reason (Break, Meal, Out), and a Comment field. Both screenshots have "OK" and "Cancel" buttons at the bottom.

That's it! Your time will be automatically submitted to your supervisor for approval at the end of the pay period.

### Entering Time by Week

Click on the Time worklet, then select “This Week” from the Enter Time menu. You will be presented with a calendar – you can click on any day on the calendar to record time worked that day. Note: The Out Reason should be changed to “Meal” when your “Out” time is due to taking a meal period.



Enter Time 07/03/2017

Time Type \* search  
X Hours Worked

In \*

Out \*

Out Reason \* Out

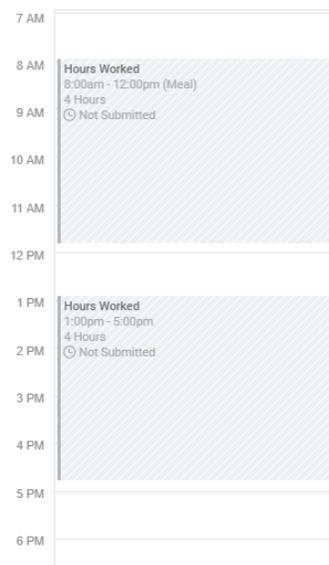
Hours \* 0

Details

Comment

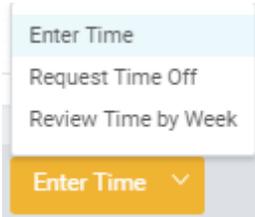
OK Cancel

Here is how a standard workday may appear on the calendar, including taking a 1-hour lunch:

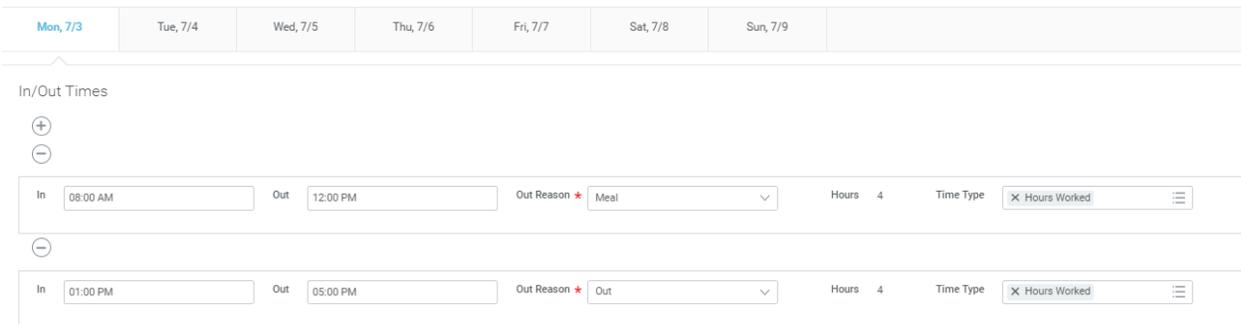


## Time Tracking for Hourly Staff

There is an alternative view that provides the same week-based time entry but in a different format. To access it, click on the yellow “Enter Time” button at the bottom of the screen, then select “Enter Time”.



This screen allows you to enter time in and out a little more quickly, especially if you are entering multiple days at once (though it is recommended that you enter time daily).

A screenshot of the time tracking interface. At the top, there are tabs for days of the week: Mon, 7/3 (selected), Tue, 7/4, Wed, 7/5, Thu, 7/6, Fri, 7/7, Sat, 7/8, and Sun, 7/9. Below the tabs is a section titled "In/Out Times" with a plus sign (+) and a minus sign (-) button. There are two rows of time entry fields. The first row shows "In" at 08:00 AM, "Out" at 12:00 PM, "Out Reason" as "Meal", "Hours" as 4, and "Time Type" as "Hours Worked". The second row shows "In" at 01:00 PM, "Out" at 05:00 PM, "Out Reason" as "Out", "Hours" as 4, and "Time Type" as "Hours Worked".

Note: Once time is entered, it is automatically saved and does not need to be submitted until the end of the pay period.

### Submitting Time Worked for Approval

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) and hit the green “Submit” button at the bottom of the screen. Done!

