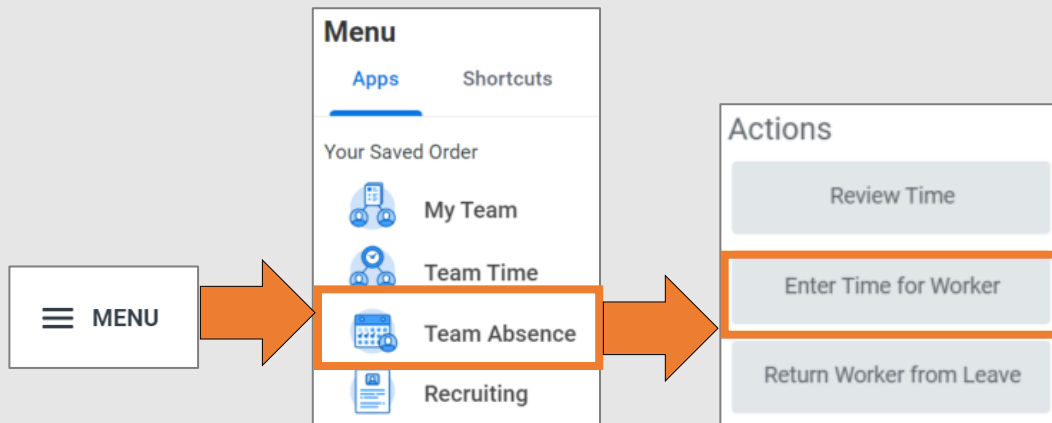


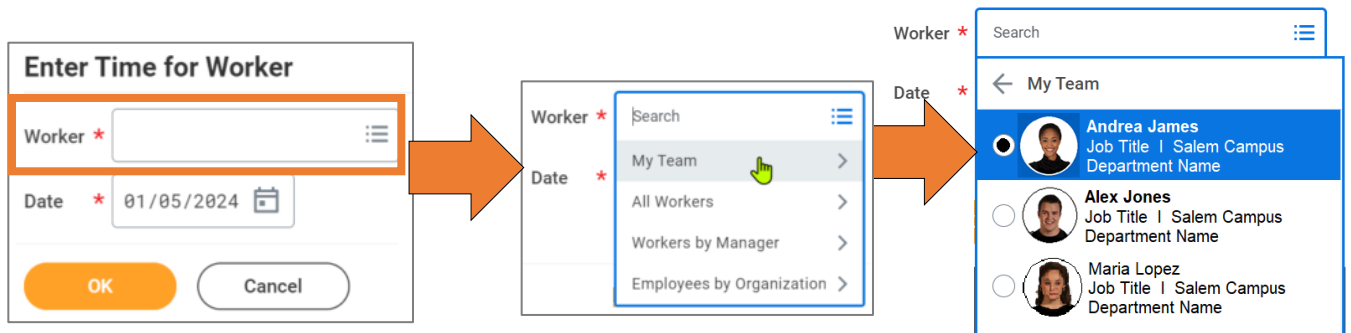
Introduction: Though they should be entering the majority of their time themselves, hourly staff and students may occasionally need you to enter or correct time on their behalf. Examples include forgetting to check in at the beginning of their shift, checking out and then still working, or needing time entered or corrections made to their time sheets after payroll closes their ability to do so on the Monday after the pay period ends.

Entering Hours Worked for the Employee

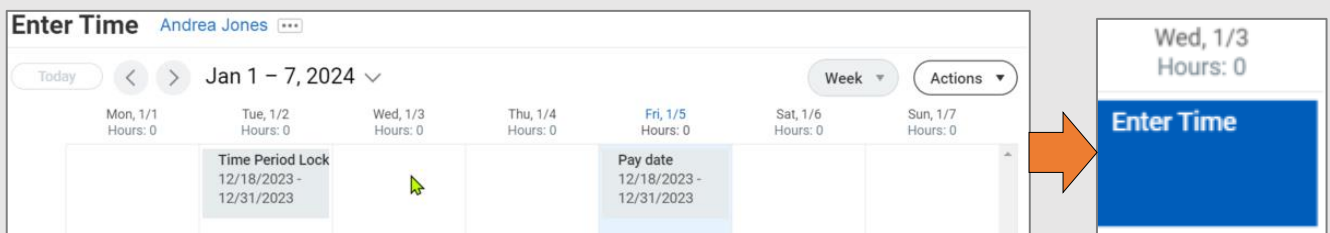
1. After logging into Workday, click on the Menu icon in the upper left corner of the page. On the resulting list, select **Team Absence**, then select **Enter Time for Worker** under Actions.



2. A pop-up form appears. Click into the Worker field. A list of your direct reports will display. Select the employee you wish to enter time for and click **OK**.



3. You are now accessing the employee's timesheet in the same way the employee would access it themselves. Click on any day on the calendar to record time worked that day. Upon doing so, the day will highlight and an entry box will appear.



4. Next enter an in time for the start of the shift block and out time for the end of a shift block.

Note that the Out Reason should be changed to **Meal** when the Out time is due to taking a meal period.

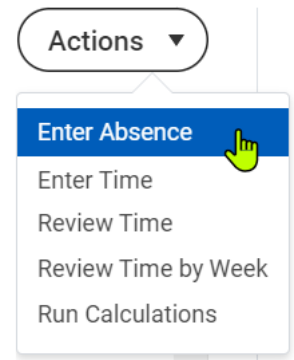
Add a comment about why you are entering the time on behalf of the employee.

Click **OK** when finished.

5. If you need to enter multiple days on behalf of the employee, click on the Actions button in the upper right of the screen, then select **Enter Time**.

Click on a date tab to enter time in and out for that day, clicking **OK** to save your entry.

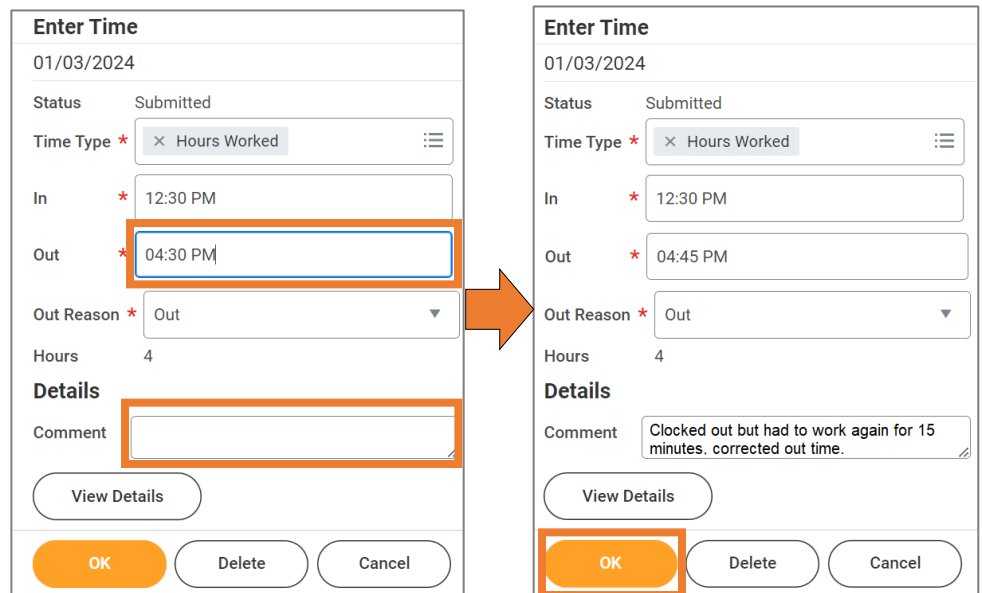
- 6.** There will also be times when an employee has unexpected absences close to the end of the pay period and the supervisor will need to enter time off work on the employee’s behalf.
- To do so, click on **Actions** in the upper right of the employee time entry calendar and select **Enter Absence** from the drop-down menu.
- You will be led to the employee’s absence calendar. You will enter absences in the same way that the employee would. Refer to the Requesting Time Off Work guide for detailed directions on how to enter time for the employee.



Correcting Employee Entered Time

- 1.** Follow steps one through three above to access the employee’s time entered calendar.

- 2.** Go to the **In** or **Out** time you wish to adjust and make the correction.
- Enter the reason for the correction in the comments field.
- Click **OK** when done to finalize the correction.



Enter Absences on Behalf of an Employee

- There will also be times when an employee has unexpected absences close to the end of the pay period and the supervisor will need to enter time off work on the employee’s behalf.
- To do so, click on **Actions** in the upper right of the employee time entry calendar and select **Enter Absence** from the drop-down menu.
- You will be led to the employee’s absence calendar. You will enter absences in the same way that the employee would. Refer to the Employee Time Off Work Activities guide for detailed directions on how to enter time for the employee.

