INTRODUCTION

Hourly staff are encouraged to enter in and out times daily. At the end of the pay period, the full timesheet will be reviewed and submitted.

This job aid covers four Hourly Staff time entry topics: 1) **Enter Time Worked**, 2) **Quick Add Time;** 3) **Enter Time for Multiple Positions;** 4) **Report an Absence Taken**; and 5) **View/Update Your Time Entry**
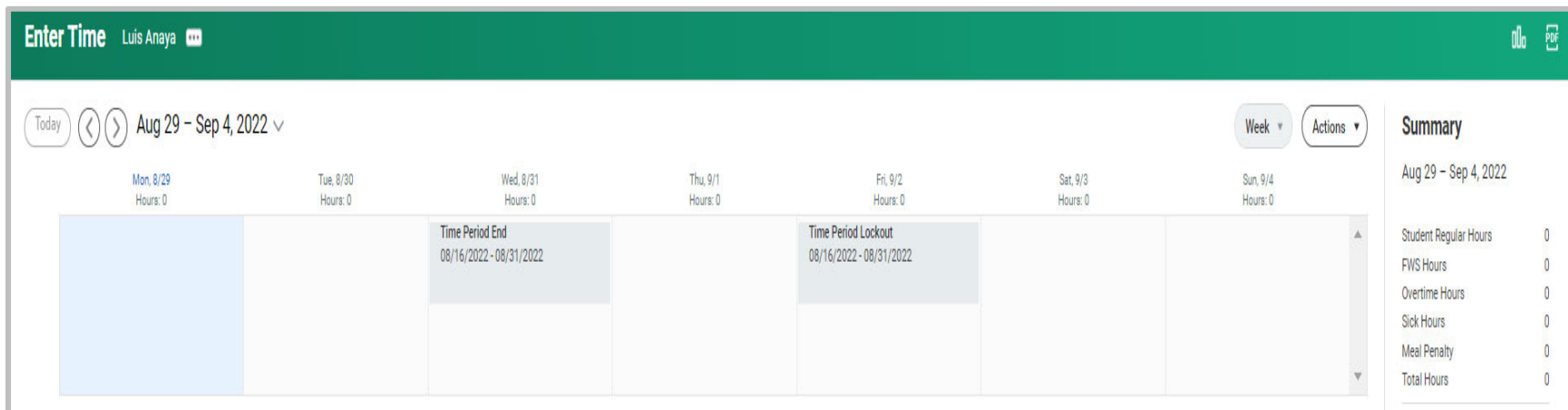
ENTER TIME WORKED

1. From the Home Page, click the **Time** worklet.

2. Under the **Enter Time** column, select **This Week.**

Note: Entering time for **This Week** will be the most common practice. The **Last Week** option will be used to review or correct previous time reported; the **Select Week** option will allow you to enter a specific date to view in the calendar.

The calendar will open. In the top left are arrows to easily navigate to different weeks in the calendar. In the top right are real-time calculations for the time you have entered: **Regular**, **Overtime, Overtime 2X, Paid Time Off,** and **Total Hours**.

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3.   Click the day in the calendar for which you would like to enter time.

4.   In the **Enter Time** box, click the **Time Type** drop-down and select the appropriate **Time Entry Code.**
     You will only see **Time Entry Codes** available for your position: *Regular Hours.*

5.   Enter the **In** and **Out** times for each time you begin and end work including time in and out for lunch breaks.
     Enter time in and out for lunch, then enter time back in from lunch and out for the day.

6.   If working greater than **5 hours but less than 6 hours** in a day, click the drop-down and
     select the appropriate **California Missed Meal Penalty Waiver.**

7.   Click **OK**. The time entry will appear in your calendar with a status of *Not Submitted.*
     Continue entering time for the week.

8.   Click **Review** and **Submit** at the end of the pay period. The entry will be sent to your manager for approval.

ENTER TIME FOR MULTIPLE POSITIONS

1.   Click the day in the calendar for which you would like to enter time.

     IMPORTANT: If you have multiple positions, you will see **Position** field in the **Enter Time** box. Select the
     appropriate **Position** *first*, as this will auto-populate the **Time Type (Time Entry Codes)** that you will be able to
     choose from.

2.   Select the appropriate **Position**.

3.   Click the **Time Type** prompt and select the appropriate **Time Entry Code.**

4.   Enter **In** and **Out** times for each time you begin and leave work including in and out time for lunch breaks.

5.   Click **OK**. The time entry will appear in your calendar with a status of *Not Submitted*. Continue entering time for the week.

6.   Click **Review** and **Submit** at the end of the pay period. The entry will be sent to your manager for approval.
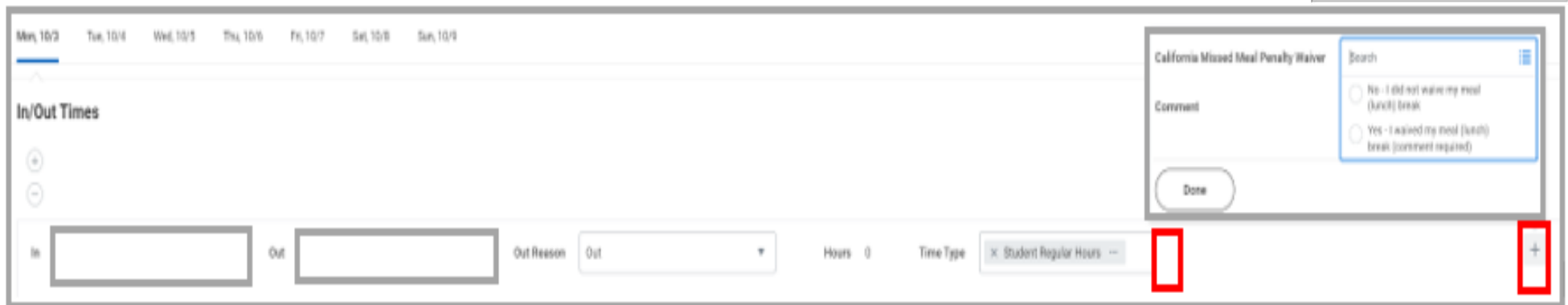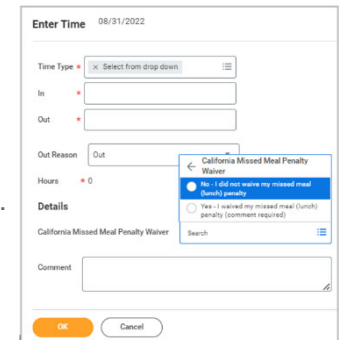
QUICK ADD TIME

Under the Actions, click the dropdown to enter your time. Most of these are self-explanatory. Here we will show you
how to use the **Quick Add** option.

1.   Click the **Enter Time** button.

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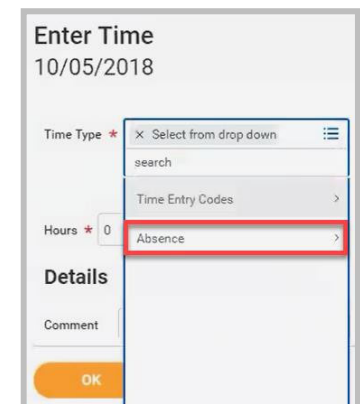USFWorks powered by Workday

2. Enter the **In** and **Out** times for each day (each day is on a separate tab) that you begin and end work including time in and out for lunch breaks. Enter time in and out for lunch, then enter time back in from lunch and out for the day.

3. Click the **Time Type** drop-down and select the appropriate **Time Entry Code.**

4. If working greater than **5 hours but less than 6 hours**, click the "+" sign.

5. Click the drop-down and select the appropriate **California Missed Meal Penalty Waiver.**

6. Click **OK**. The time entry will appear in your calendar with a status of *Not Submitted*. Continue entering time for the week.

7. Click **Review** and **Submit** at the end of the pay period. The entry will be sent to your manager for approval.

REPORT AN ABSENCE TAKEN

You can report any day or portion of a day that you used absence hours such as Sick, Bereavement, Jury Duty, etc. Also, if you previously request time off, and the request was approved, you will be able to see these entries in your calendar.

1. Click the day in the calendar for which you would like to use absence hours.

2. In the **Enter Time** box, select the **Time Type: Absence** (instead of Time Entry Codes).

3. Select the appropriate **Absence.** (In this example, we selected *Jury Duty*).
   Note: You will need to use the scrollbar on the right to see all absence types available.

4. Enter the number of **Hours.**

5. Click **OK.**

VIEW/UPDATE YOUR TIME ENTRY

If your time has been previously submitted, and not yet approved, you will be able to make an update and re-submit.

1. Click the time entry in the calendar that you would like to edit.

2. In the **Enter Time** box, make necessary changes to the **Time Type**, **Absence Type**, **In**, or **Out** times.

3. Click **OK.**

4. Click **Review** and **Submit**. Your original time-worked entry will be revised and sent to your Manager for approval.