## Job Aid: Entering Time for Additional Pay Assignments

Directions for entering time for additional pay assignments:

1. From the Workday home screen, click on the **Time** application.



2. From the Time menu, choose one of the **Enter Time** options (This Week, Last Week, or Select Week). The two most popular selections are This Week and Last Week. Click on you time entry selection.

Enter Time	View
This Week (0 Hours)	My Schedule
Last Week (0 Hours)	My Time Off
Select Week	Time Off Balance
Overtime Requests	

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3. Once you select your time entry period, you will be able to view the week in which you want to enter your time. Use the drop down in **Actions** on the right side of the screen. Click **Enter Time**.

<b>Thu, 8/15</b> Hours: 0	<b>Fri, 8/16</b> Hours: 0	Sat, 8/17 Hours: 0	Week V	Actions   Clear	<b>Summary</b> Aug 12 – 18, 2024
Time Period End 08/01/2024 - 08/15/2024				Enter Time Enter Time by Period Overtime Requests Quick Add Request Absence Review Time by Week Run Calculations	Regular Overtime Overtime 2x Meal Penalty Total Hours

4. In the **In/Out Times** section, you will enter your time-in and time-out. Under the Position drop down, choose the position for which you are entering time. Typically, this will be for Workplace Violence or Anti-Harassment training.

In/Out Times				
(+) (-)				
In	Ou			
Position	select one 🔹			
	select one			
Hours/Uni	Adjunct School of Nursing and Health Professions Non-PHP, School of Nursing and Health Professions (JM) (Eileen Fry- Bowers)			
Θ	Online Unlawful Harrassment Course (+), School of Nursing and Health Professions (JM) (Eileen Fry-Bowers)			
Position *	Workplace Violence Training (+), School of Nursing and Health Professions (JM) (Eileen Fry-Bowers)			

5. Enter the time type: **Regular Hours.** This will be the only option available.

I	n/Out	Times						
	+							
ŀr	Θ							
	In	01:00 PM	Out	02:00 PM	Out Reason *	Out	•	Hours 1
	Posit	ion * Meeting Attendance/Required Traini	. •	Time Type × Regular Hours (In/Out Only)	=			

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6. If you need to enter more time for that same date, use the plus sign under the Hours section to add the additional time.

Hours/Units					
(+)					
$\overline{\bigcirc}$					
Position * Adju	nct Professor, Social Sciences 🔻	Time Type	× Select from drop down	:=	Uni

7. Click OK. The submitted hours will appear on the timesheet.

1 PM	<b>Regular Hours (In/Out Onl</b> 1:00pm - 2:00pm	
2 PM		