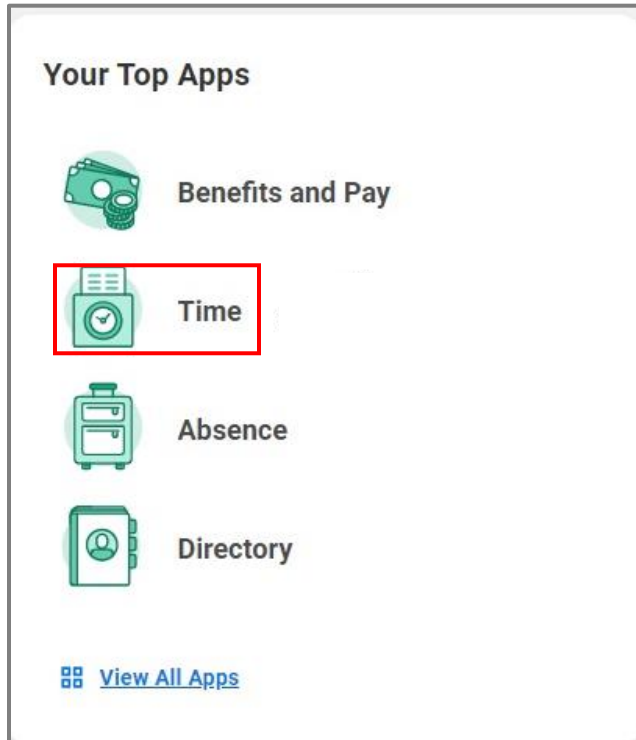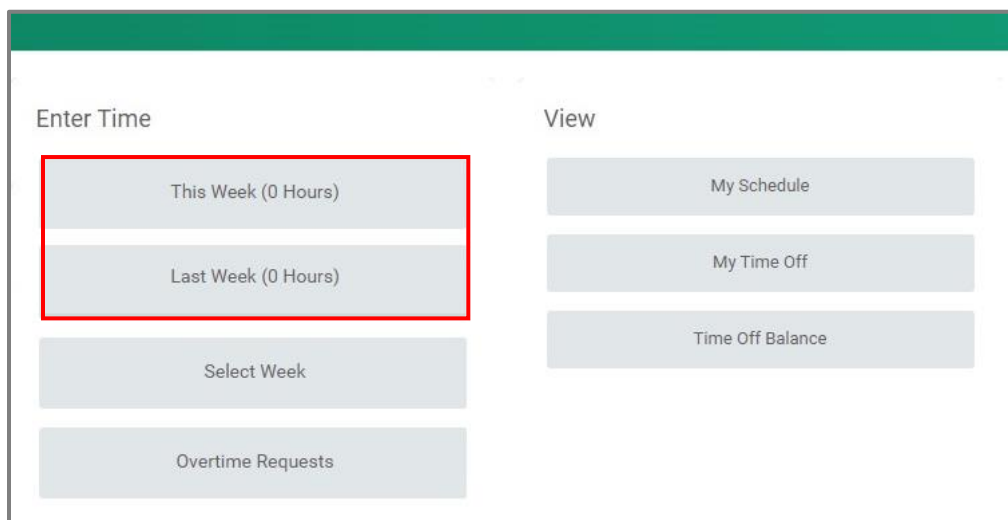# Job Aid: Entering Time for Additional Pay Assignments

## 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.
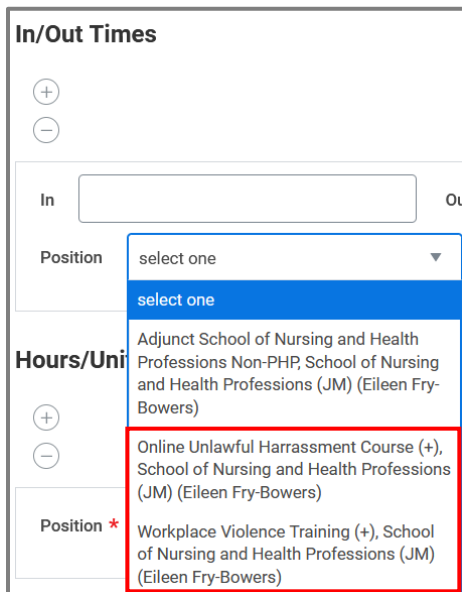
# Job Aid: Entering Time for Additional Pay Assignments

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**.
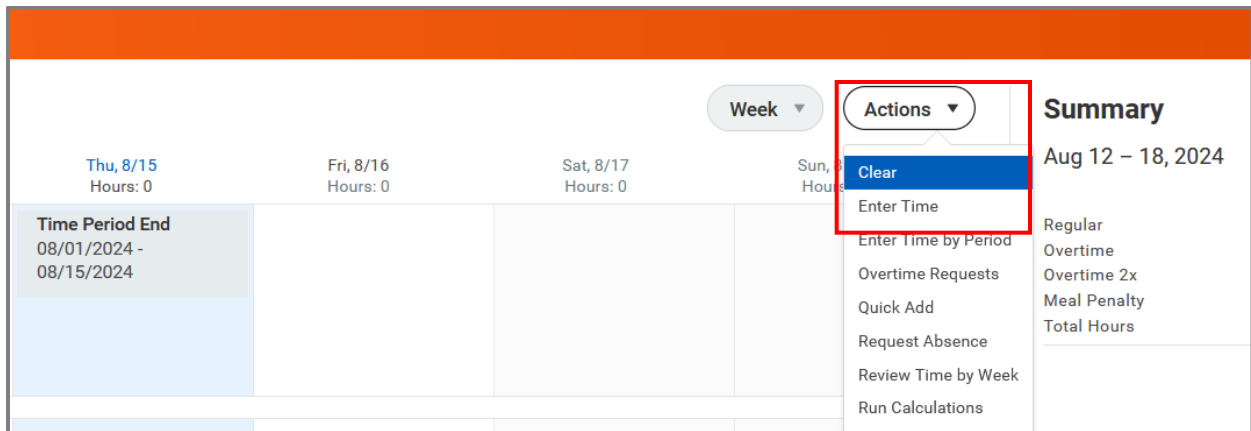


4. In the **In/Out Times** section, you will enter your time-in and time-out. Under the Position drop down, choose the position for which you are entering time. Typically, this will be for Workplace Violence or Anti-Harassment training.
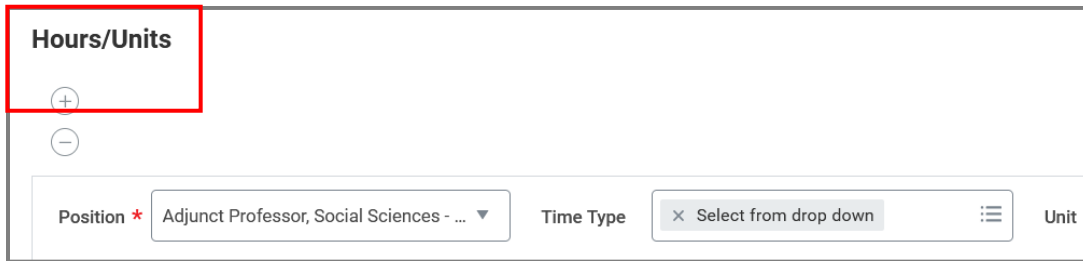


5. Enter the time type: **Regular Hours.** This will be the only option available.

# Job Aid: Entering Time for Additional Pay Assignments

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.
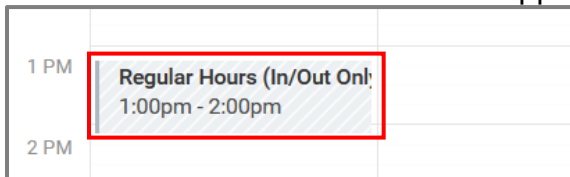
**Hours/Units**

(+)

(−)

Position * [Adjunct Professor, Social Sciences - ... ▼]    Time Type    [× Select from drop down    ☰]    Unit

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

| | | |
|---|---|---|
| 1 PM | **Regular Hours (In/Out Only)** 1:00pm - 2:00pm | |
| 2 PM | | |