INTRODUCTION

Students are encouraged to enter time at the end of each week. At the end of the pay period, the full timesheet will be submitted.

This job aid covers five Student Employee time entry topics: 1) **Enter Time Worked**, 2) **Quick Add Time;** 3) **Enter Time for Multiple Positions**; 4) **Report Sick Time Used**; and 5) **View/Update Your Time Entry**
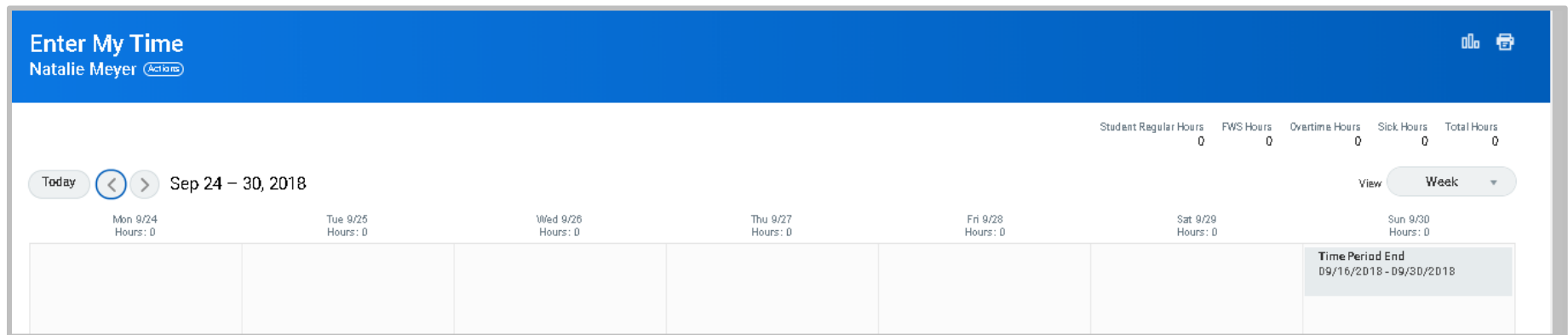
ENTER TIME WORKED

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

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

Enter Time

> This Week (0 Hours)
>
> Last Week (0 Hours)
>
> Select 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 Hours**, **FWS Hours**, **Overtime Hours**, **Sick Hours**, and **Total Hours**.

Enter My Time
Natalie Meyer (Actions)

	Student Regular Hours	FWS Hours	Overtime Hours	Sick Hours	Total Hours
	0	0	0	0	0

Today ◄ ► Sep 24 – 30, 2018   View   Week ▼

Mon 9/24 Hours: 0	Tue 9/25 Hours: 0	Wed 9/26 Hours: 0	Thu 9/27 Hours: 0	Fri 9/28 Hours: 0	Sat 9/29 Hours: 0	Sun 9/30 Hours: 0
						Time Period End 09/16/2018 - 09/30/2018

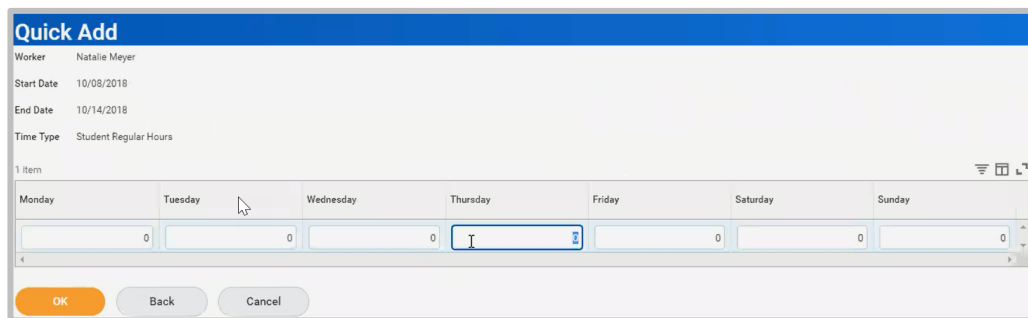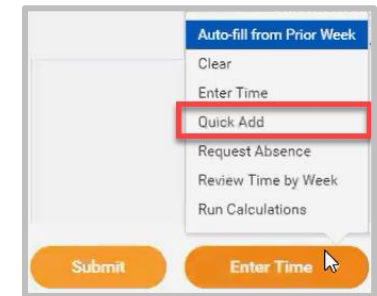3. Click the day in the calendar for which you would like to enter time.

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. (In this example, *Student Regular Hours* was selected).

5. Enter the number of **Hours**.

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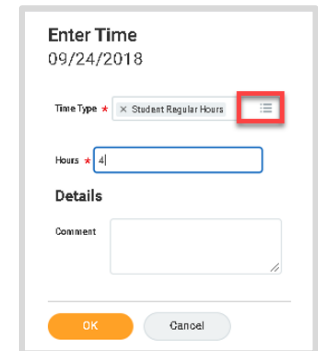
QUICK ADD TIME

Next to the Submit button, you will see an **Enter Time** option that provides several shortcuts for entering and viewing 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.

2. Select **Quick Add**.

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

4. Click **Next**. The **Quick Add** screen will open.

5. Enter number of **Hours** worked each day.

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 **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.**

   Note: In this example we selected _FSW-Student Hourly_. If you are eligible for Federal Work Study (FWS) and have a FWS job, you will see an FWS option in the drop-down. Otherwise, you will only see Student Regular Hours.

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

   Note: Student Employee time is based on an 8-hour day. If you worked more than 8 hours, enter the total number of hours worked and Workday will automatically calculate the overtime.

   Special Note: If you enter more than 25 hours worked in one week, an alert will appear, stating that you are about to exceed 25 weekly hours. You can read the message by clicking the View link. This is for information purposes only, and will not stop you from submitting your time.

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

REPORT SICK TIME USED

In your time calendar, you can report any day or portion of the day that you used accrued/earned sick time. If you previously requested sick time, and this time was approved, you will be able to see this entry in your calendar.

1. Click the day in the calendar for which you would like to record sick time used.

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

3. Select **Sick Time**.

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

5. Click **OK.**

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

   Note: You will not be able to use sick time that has not already been accrued/earned. An error will prevent you from submitting your time entry.

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**, **Position**, or **Hours**.

3. Click **OK.**

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