



WORKDAY Time Entry and Submission

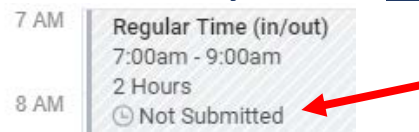
EFFECTIVE JANUARY 7, 2019

ALL UVA-FM employees are responsible for entering their own time into the Workday system.

Part 1 – Enter Time

- 1 Click on the **Time** (desktop) **Enter Time** (mobile) application

Select This Week, Last Week, or Select Week button.
- 2 The work week will display and will include any previously entered time.
The summary in the upper-right corner of this page provides an overview of the time entered.
- 3 Click in any open box below the day for which you want to enter time and an **Enter Time** pop-up will display.
Select **Regular Time (in/out)** in Time Type and specify the times you need to clock in and out for that day.
- 4 Additional Time Entry codes such as Standby, Call Back, & Holiday Comp Special may be found here...

- 5 Click **OK**.
*Repeat steps 3 and 4 to record hours you work before lunch and after lunch
Example:
In The time you arrive at work
Out The time you go to lunch
In The time you return from lunch
Out The time you leave work

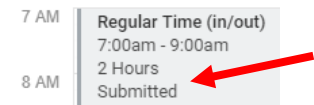
The time will be recorded on the day, but it is not yet submitted.



Part 2 – Submit Time

Time submissions must be done at least once at the end of the pay period, but can be done more often, if you wish. Please check with your supervisor.

- 1 Click on the **Time** (desktop) **Enter Time** (mobile) application
Select This Week, Last Week, or Select Week button.
- 2 The work week will display and will include any previously entered time.
The summary in the upper-right corner of this page provides an overview of the time entered.
- 3 Confirm that all your time has been entered.
- 4 Click the **Submit** button in the lower-left corner.
Review the declaration and summary that displays
- 5 If everything is correct, click **Submit** again



The time recorded on the day now indicates the time is “submitted”

Your supervisor/manager will receive the approval request in their inbox for only the time being submitted. If you send out another submission of time later in the pay period, their inbox will update with the latest information.

How do I adjust my Regular Hours (In/Out) if I have or have not submitted my time or if my supervisor has already approved my time?

- Go to your Time (Desktop) or Enter Time (Mobile) app
- Click the day and time block you need to change
- Change the hours and click “OK”
- **Don't forget to submit your timecard!**