**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**

2. **Select This Week, Last Week, or Select Week button.**

   The work week will display and will include any previously entered time.

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...**

   - 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

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

2. **Select This Week, Last Week, or Select Week button.**

   The work week will display and will include any previously entered time.

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**
   - **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!**

Last updated January 4, 2019