



## Facilities Management Occupational Programs Occupational Training

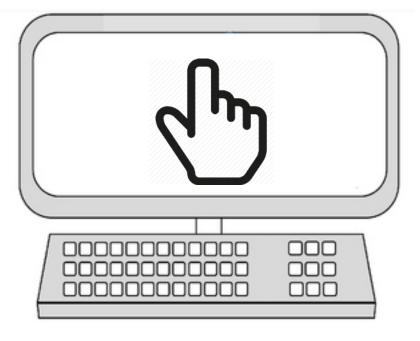
### Computer Mouse

The computer's mouse controls the mouse pointer on the screen. Roll the mouse left, and the pointer moves left; roll it in circles, and the pointer does the same on the screen.

**Click:** A click is one press and release of the mouse button (the button on the left of the mouse). This action makes a clicking sound, which is where this maneuver gets its name.

**Double-click:** This one works just like the single click, although you click twice in the same spot — usually, rather rapidly. This is most commonly done in Windows to open something, such as an icon. Both clicks must be on (or near)

the same spot for the double-click to work.





### Number Keys

Alphabetical, numeric, and punctuation keys are used in the same fashion as a typewriter keyboard to enter their respective symbol onto the computer screen.



#### **Enter UVA Computing ID and Password**

#### NetBadge

Your first authentication step when logging in to UVA systems

#### Option 1:

Log in with your **Digital Certificate**.

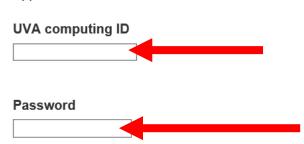
A digital ID card that resides on your computer. Get one now! (NOT available to applicants for admission & SCPS students)

Log In

#### Option 2:

Log in with your **UVA computing ID and password.** 

Applicant for admission or SCPS student? Use this option.



For additional help, please contact

FM Computer Help Desk

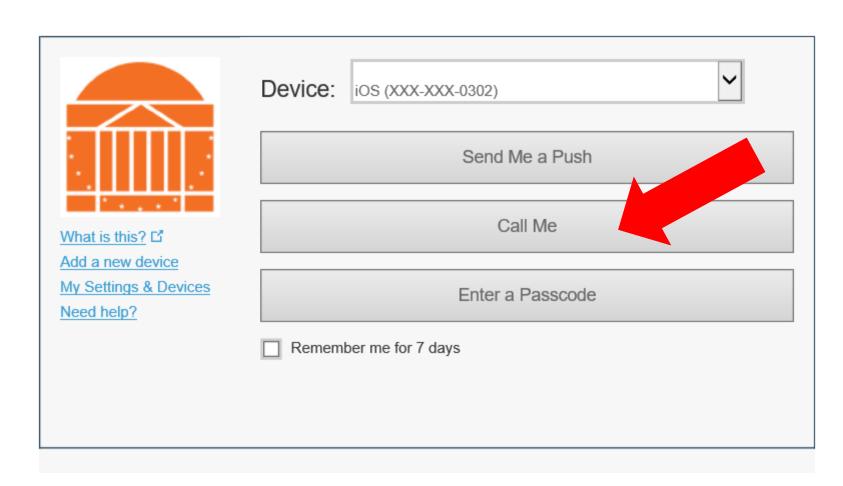
at (434) 982-5579

Hours 7:00am-5:00pm Monday-Friday

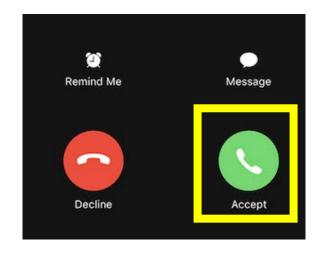
#### **Press Enter**



#### Click Call Me

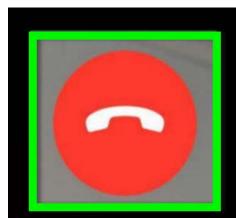


#### Complete authentication on cell phone

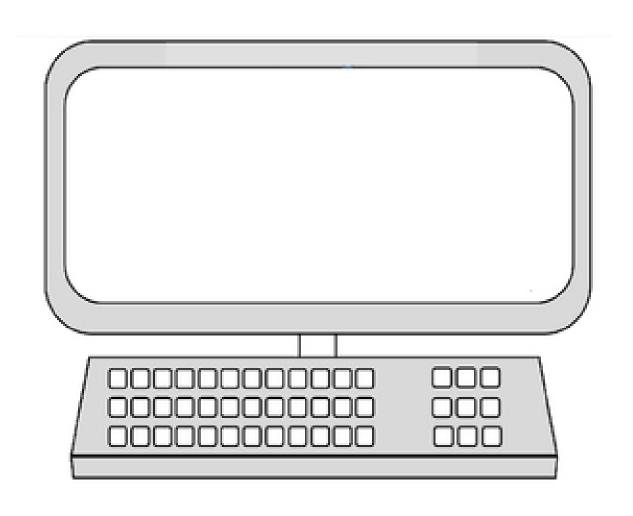




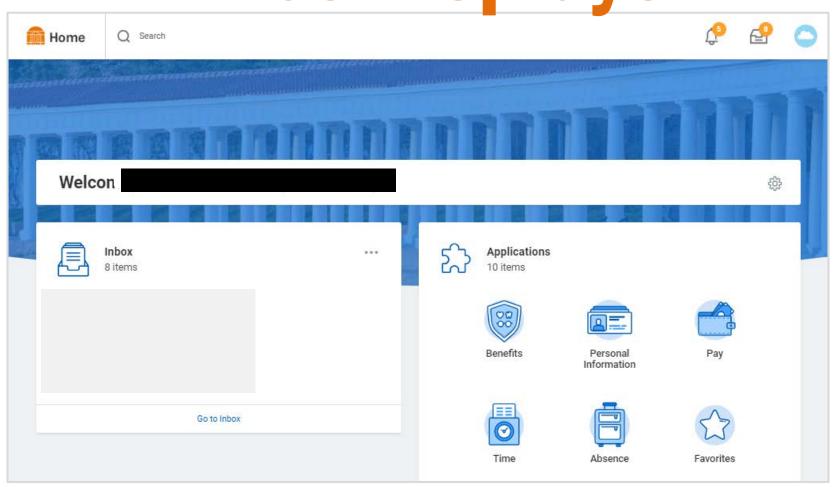




#### Return to Computer



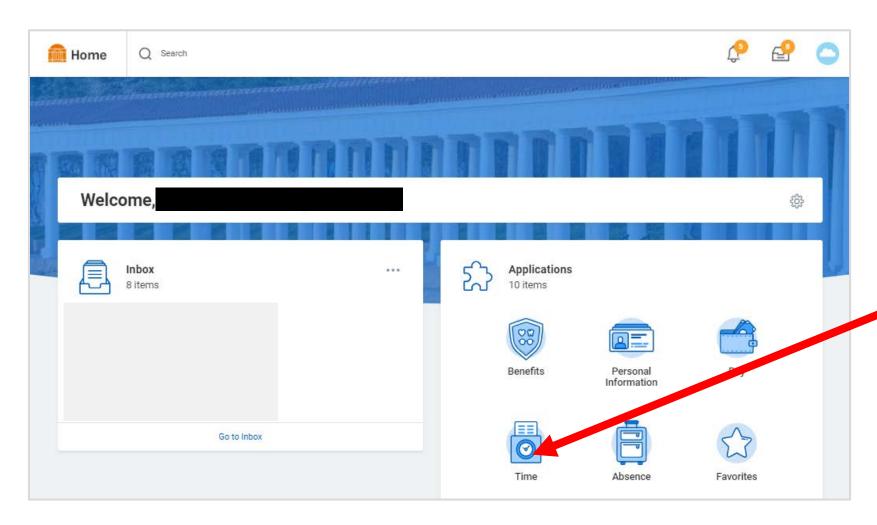
## The Workday Home Screen will be displayed



## How to Enter Time One Day at a time



#### **Click Time**

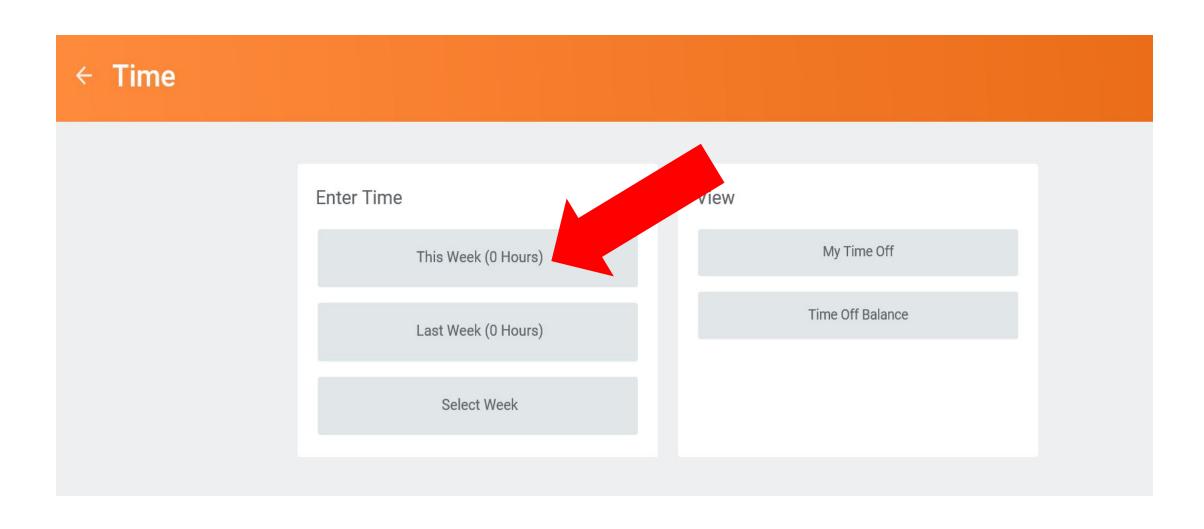




Time

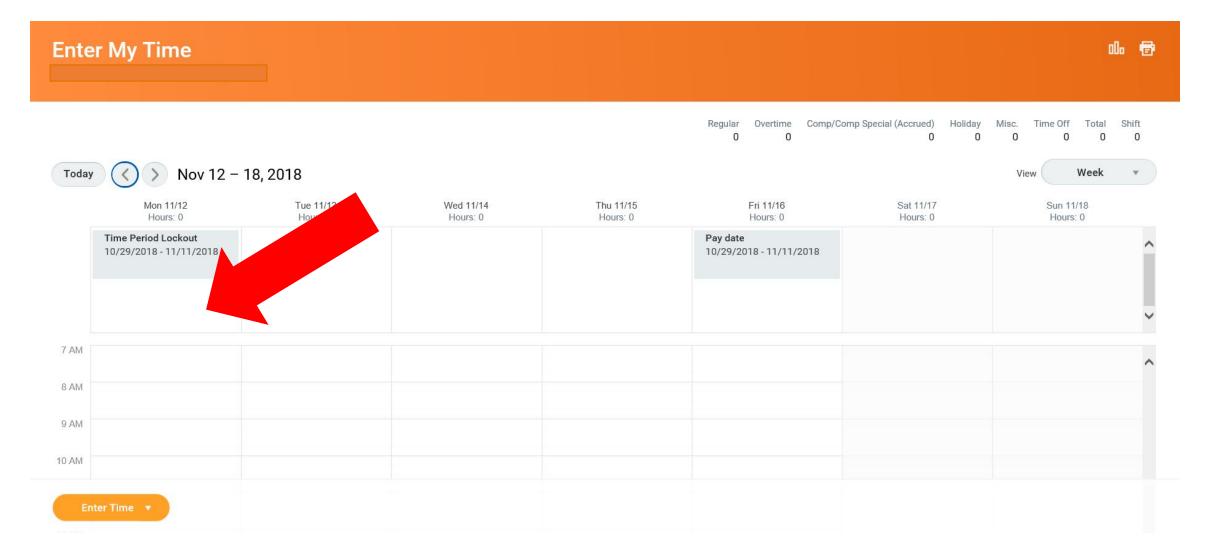


#### Click "This Week"

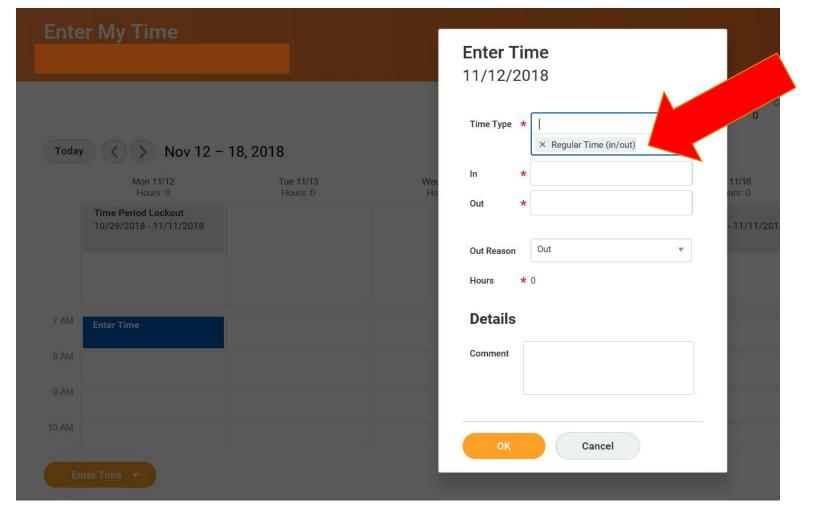


#### Step 3

## Click on "blank space" under the correct day of the week



### Click Regular Time (In/Out)



### Press the Tab Key on your keyboard

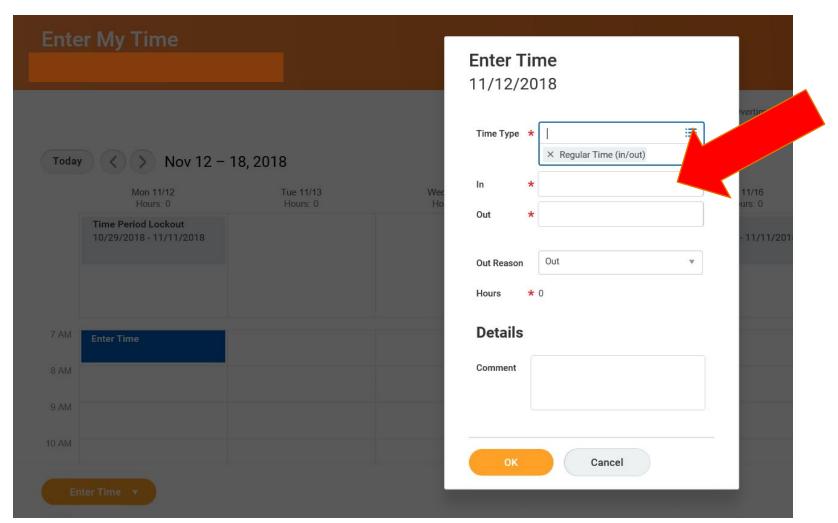


ComputerHope.com

Or use the mouse to click in the "In" field - the blank space beside the word "In"

#### Using the number keys on the keyboard

Enter the time you arrived at work – the time you came "In"



You don't need to use colons

You should use
"a" for AM times &
"p" for PM times

12:00PM → 12p

12:30PM → 1230p

### Press the Tab Key on your keyboard

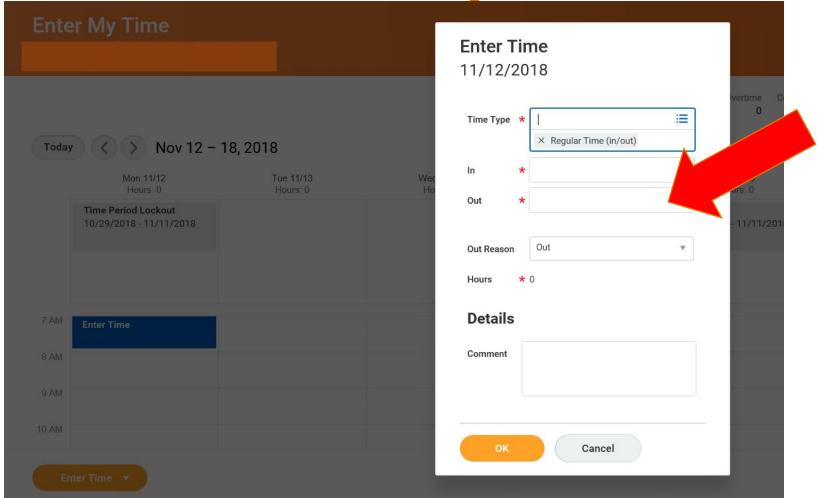


ComputerHope.com

Or use the mouse to click in the "Out" field - the blank space beside the word "Out"

Using the number keys on the keyboard Enter the time you left work to go to lunch -

the time you went "Out"



You don't need to use colons

You should use
"a" for AM times &
"p" for PM times

12:00PM → 12p

12:30PM → 1230p

#### Press the Tab Key on your keyboard



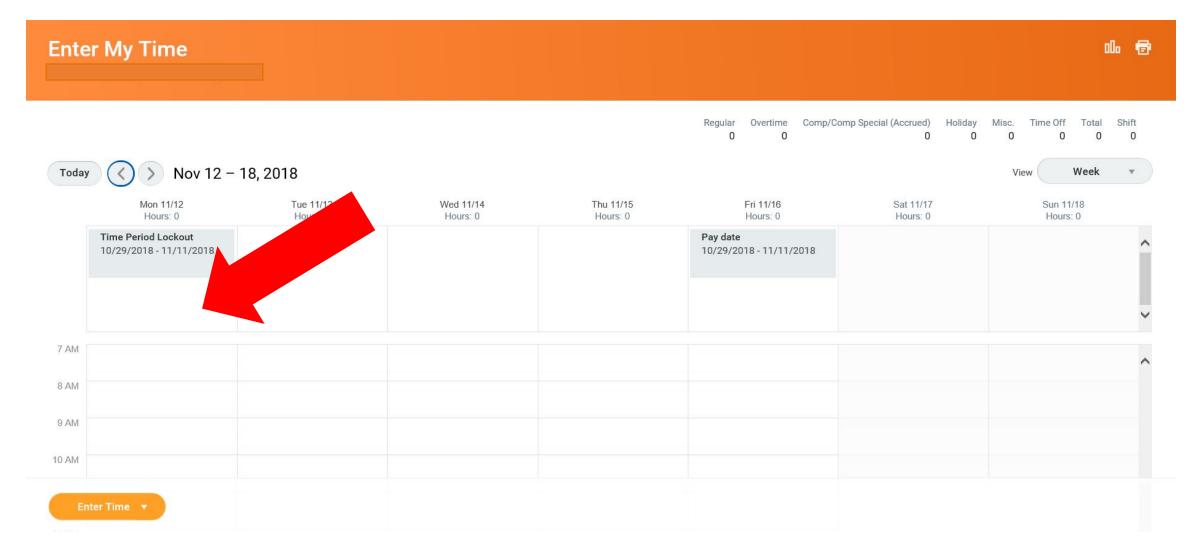
ComputerHope.cor

#### Click OK

| Ente  | r My Time                                      |                       |           | Enter Time<br>11/12/2018 |                 |
|-------|--|-----------------------|-----------|--------------------------|-----------------|
| Today | Nov 12 -                                       | 18, 2018              |           | Time Type ★              | vertime (       |
|       | Mon 11/12<br>Hours: 0                          | Tue 11/13<br>Hours: 0 | Wed<br>Ho | In *                     | 11/16<br>urs: 0 |
|       | Time Period Lockout<br>10/29/2018 - 11/11/2018 |                       |           | Out *                    | - 11/11/201     |
|       |  |                       |           | Out Reason Out           |                 |
|       |  |                       |           | Hours * 0                |                 |
| 7 AM  | Enter Time                                     |                       |           | Details                  |                 |
| 8 AM  |  |                       |           | Comment                  |                 |
| 9 AM  |  |                       |           |                          |                 |
| 10 AM |  |                       |           | OK Cancel                |                 |
|       |  |                       |           | Jancel                   |                 |

#### Step 8

## To add time worked AFTER LUNCH Click on "blank space" again



## Click Regular Time (In/Out)

| Ente  | r My Time                                      |                       |           | Enter Time<br>11/12/2018               |                 |
|-------|--|-----------------------|-----------|--|-----------------|
| Today | Nov 12 -                                       | 18, 2018              |           | Time Type *    × Regular Time (in/out) | 0               |
|       | Mon 11/12<br>Hours: 0                          | Tue 11/13<br>Hours: 0 | Wed<br>Ho | In *                                   | 11/16<br>urs: 0 |
|       | Time Period Lockout<br>10/29/2018 - 11/11/2018 |                       |           | Out *                                  | - 11/11/201     |
|       |  |                       |           | Out Reason Out                         |                 |
|       |  |                       |           | Hours * 0                              |                 |
| 7 AM  | Enter Time                                     |                       |           | Details                                |                 |
| 8 AM  |  |                       |           | Comment                                |                 |
| 9 AM  |  |                       |           |  |                 |
| 10 AM |  |                       |           |  | _               |
|       |  |                       |           | OK Cancel                              |                 |
|       |  |                       |           |  |                 |

### Press the Tab Key on your keyboard

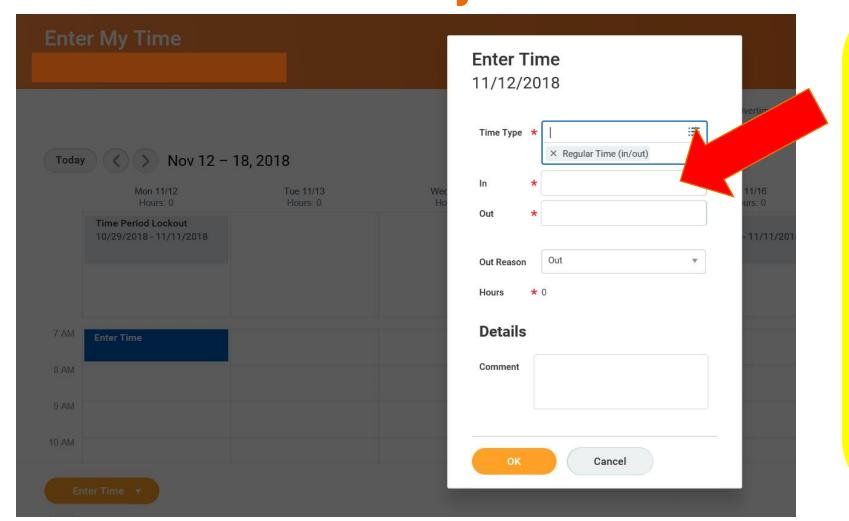


ComputerHope.com

Or use the mouse to click in the "In" field - the blank space beside the word "In"

## Using the number keys on the keyboard Enter the time you came back to work from lunch -

the time you went "In"



You don't need to use colons

You should use
"a" for AM times &
"p" for PM times

12:00PM → 12p

12:30PM → 1230p

### Press the Tab Key on your keyboard

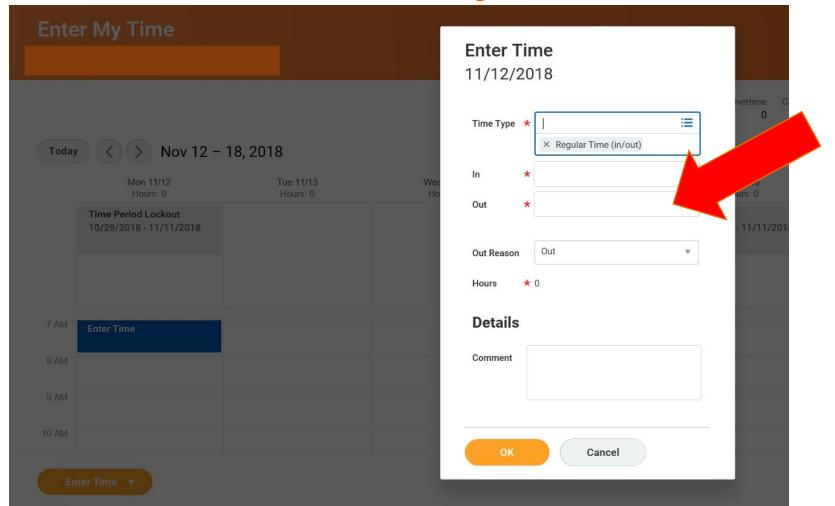


ComputerHope.com

Or use the mouse to click in the "Out" field - the blank space beside the word "Out"

## Using the number keys on the keyboard Enter the time you left work to go to home -

the time you went "Out"



You don't need to use colons

You should use
"a" for AM times &
"p" for PM times

12:00PM → 12p

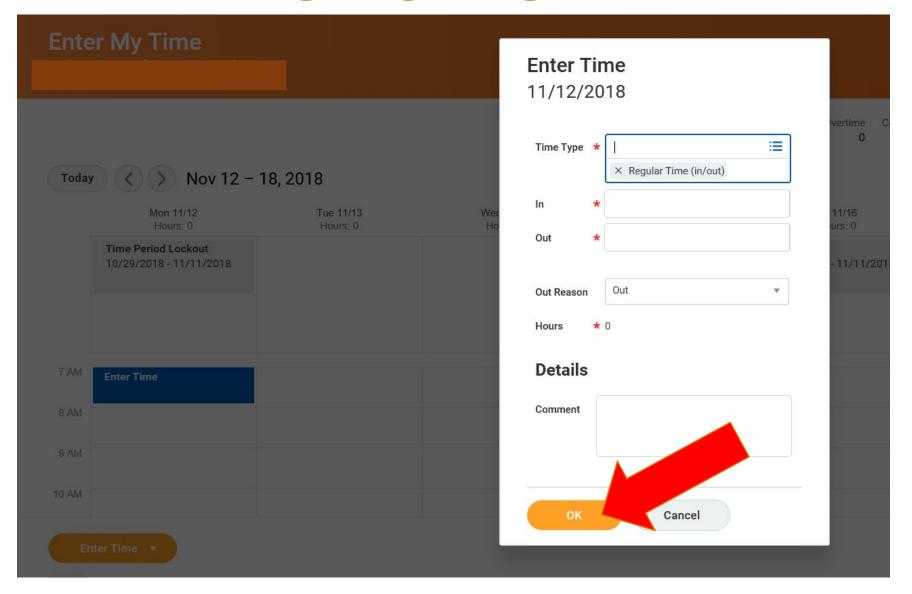
12:30PM → 1230p

### Press the Tab Key on your keyboard

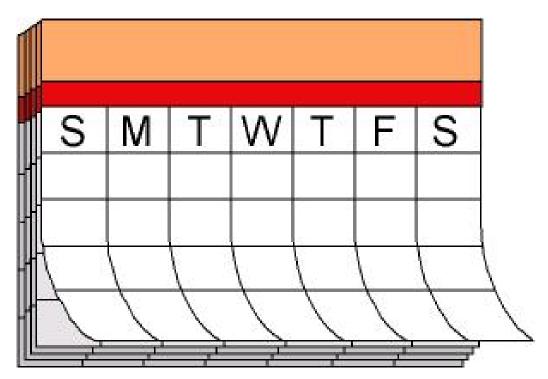


ComputerHope.com

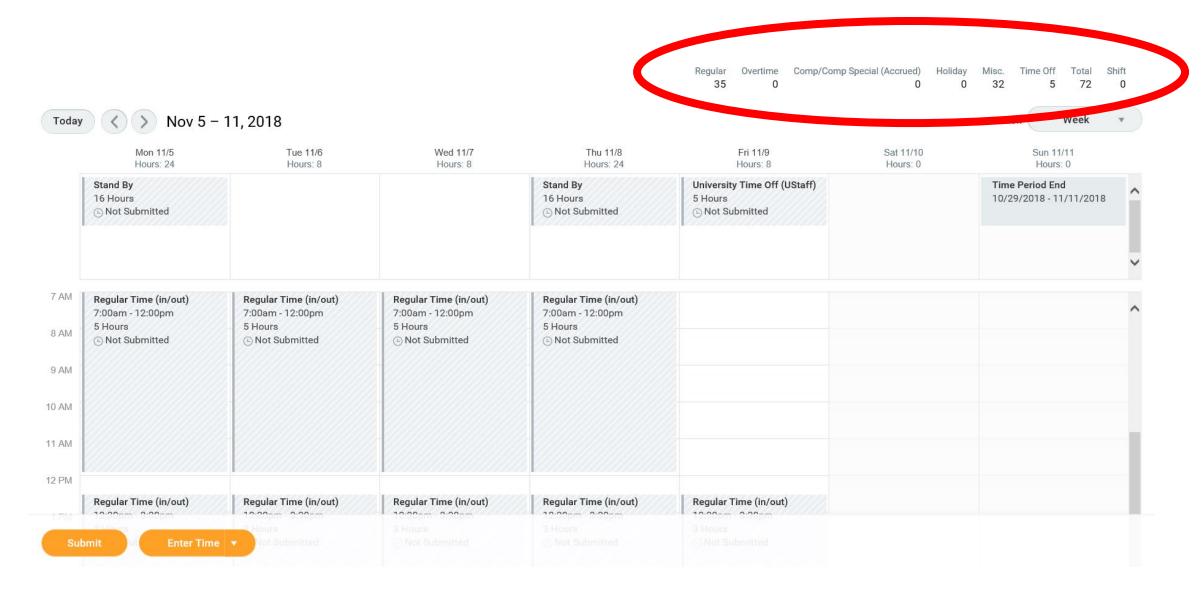
#### Click OK



## Repeat Steps 3 thru 12 for each day of the week that you worked



#### **Review - Make sure the hours entered are correct**



#### Click Submit

Regular Overtime Comp/Comp Special (Accrued) Holiday Misc. Time Off Total Shift

| Mon 11/5<br>Hours: 24   |                            | Wed 11/7<br>Hours: 8   | Thu 11/8<br>Hours: 24  | Fri 11/9<br>Hours: 8                                | Sat 11/10<br>Hours: 0 | Sun 11/11<br>Hours: 0                     |
|---|----------------------------|--|--|---|-----------------------|---|
| Stand By 16 Hours  Not Submitted                                    |                            |  | Stand By 16 Hours  Not Submitted                               | University Time Off (UStaff) 5 Hours  Not Submitted |                       | Time Period End<br>10/29/2018 - 11/11/201 |
| Regular Time (in/<br>7:00am - 12:00pm<br>5 Hours<br>© Not Submitted |                            | Regular Time (in/out) 7:00am - 12:00pm 5 Hours © Not Submitted | Regular Time (in/out) 7:00am - 12:00pm 5 Hours © Not Submitted |   |                       |   |
| Regular Time (in/   | out) Regular Time (in/out) | Regular Time (in/out)  | Regular Time (in/out)  | Regular Time (in/out)                               |                       |   |

### Click Submit Again

#### **Submit Time**

I declare all hours reported are true and complete, and conform with the Organization's time reporting policy.

I authorize payroll to use these hours for payment.

INFORMATIONAL: Please click here to view the time reporting policy.

Following date range will be submitted for approval.

December 10 - December 23, 2018: 80 Hours Total

Total for December 10 - December 23, 2018

Regular

80

0

0

0

80

Overtime

Comp (Accrued)

Holiday

Misc.

Time Off

Total

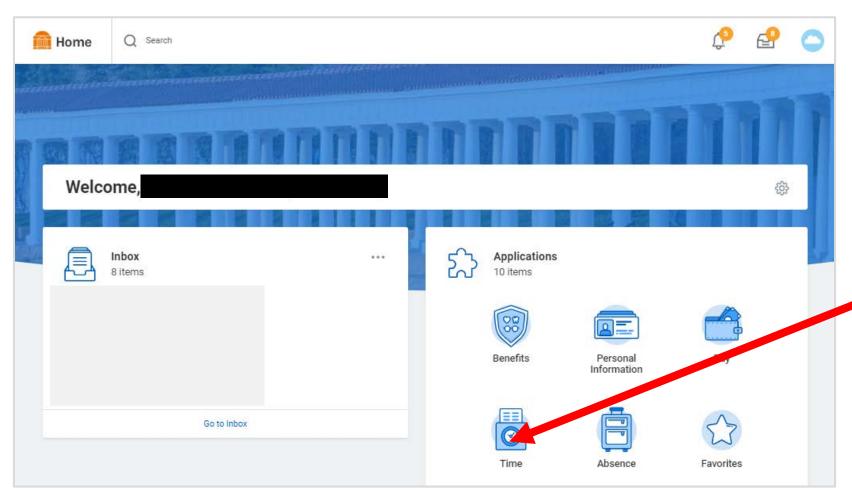
Cancel



# How to Enter Time for an entire week using QUICK ADD



#### **Click Time**

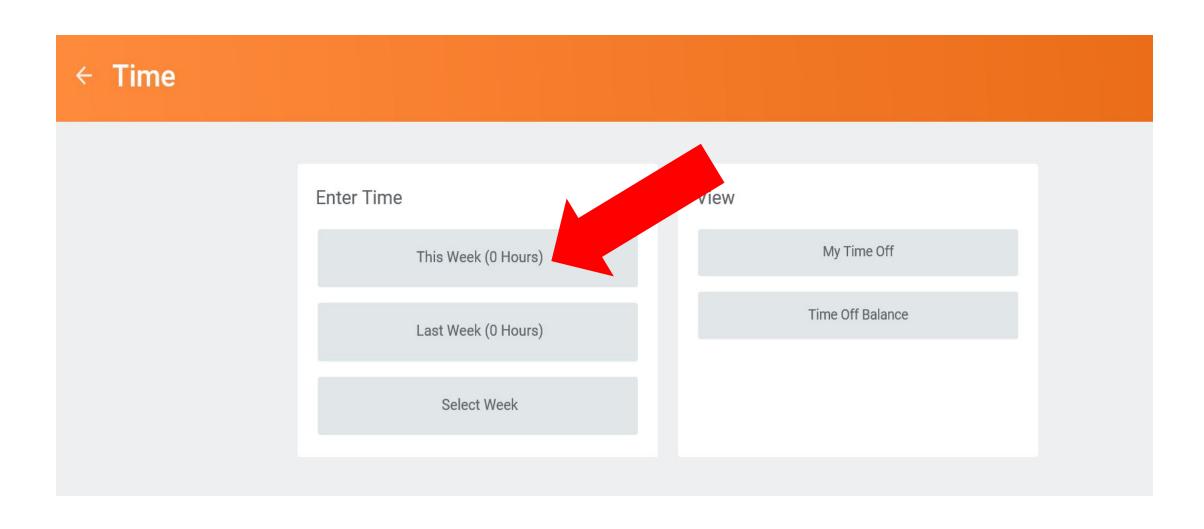




Time

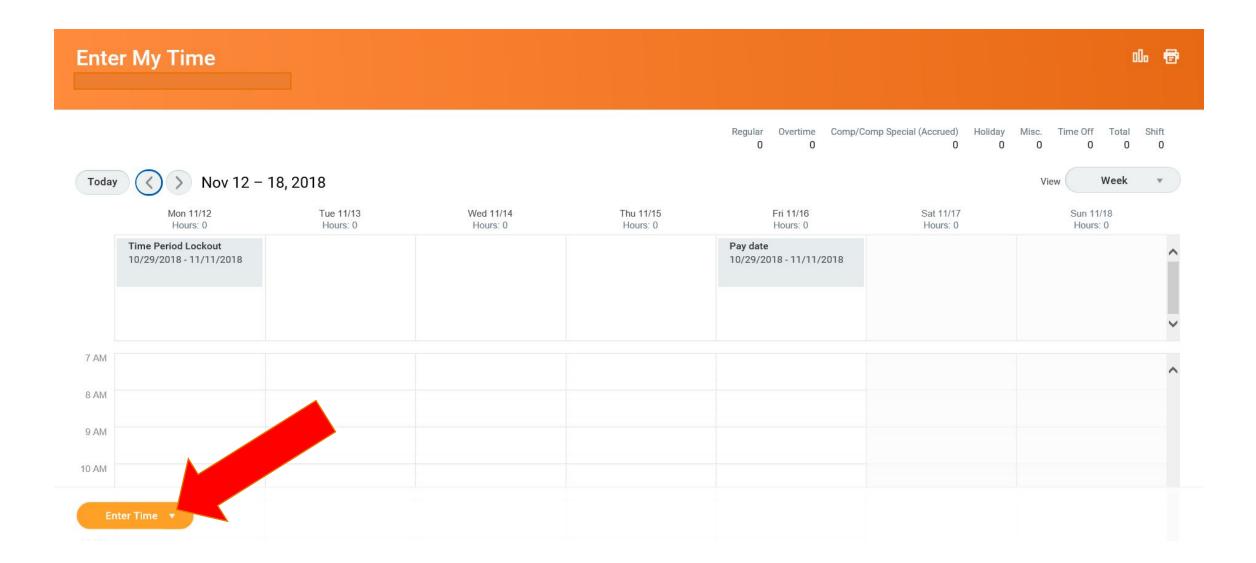


## Click "This Week"

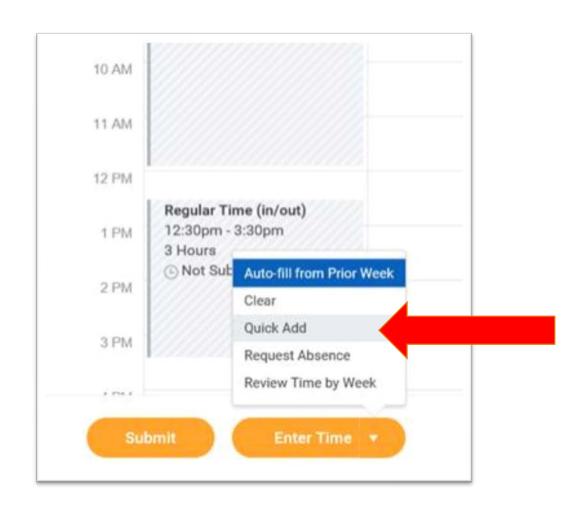


#### Step 3

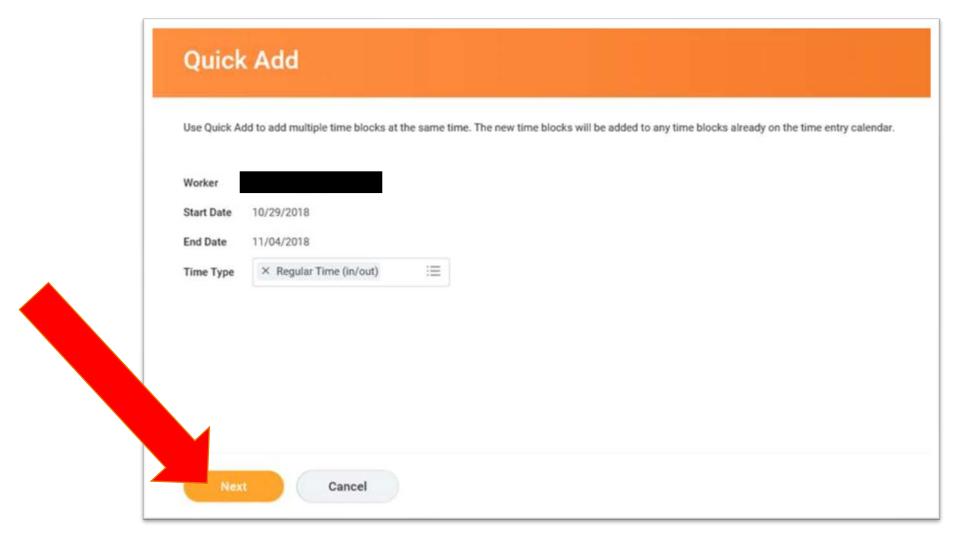
## **Click Enter Time**



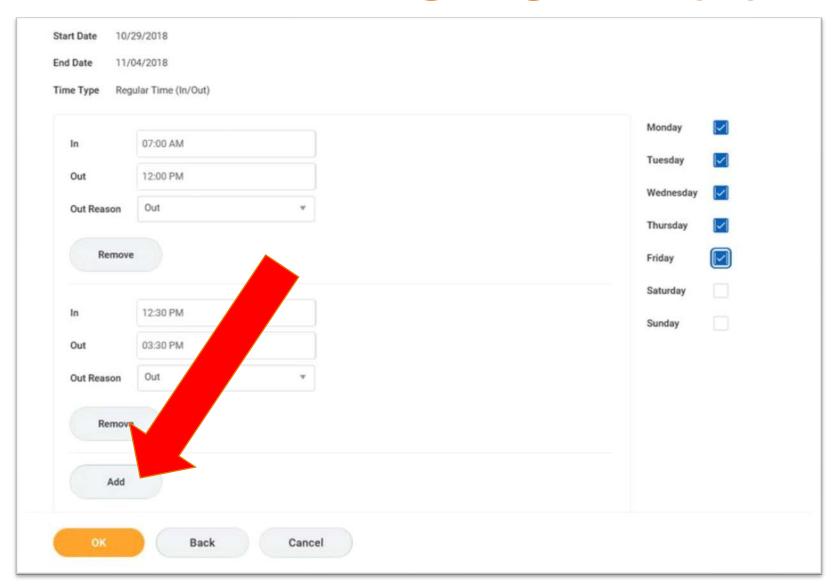
## Click Quick Add



## **Click Next**

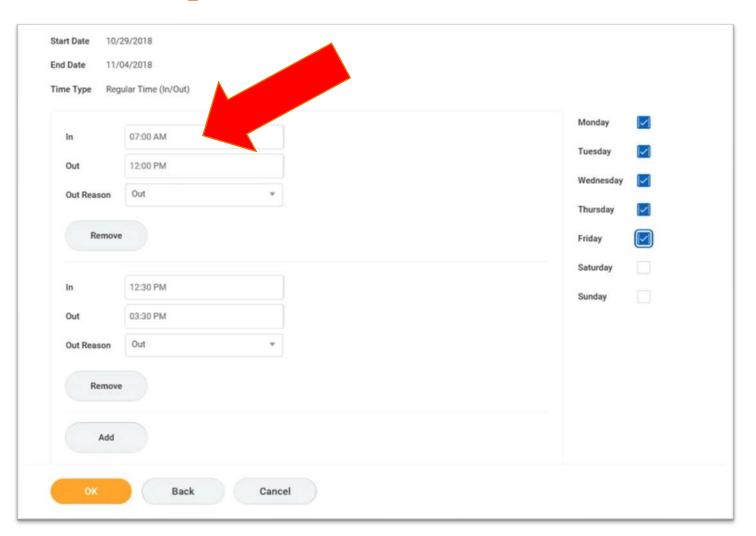


## Click Add



"Add" button must be clicked to add another section for entering hours worked before and after lunch

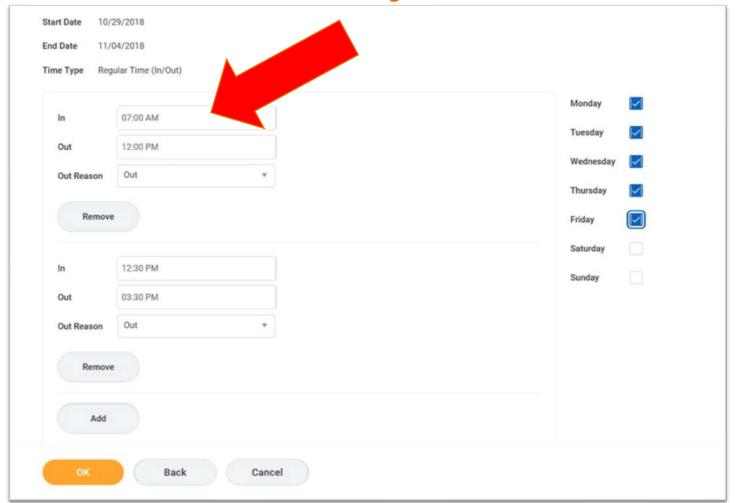
## Use the mouse to click in the top "In" field - the blank space beside the word "In"



## Using the number keys on the keyboard

Enter the time you arrived at work -

the time you came "In"



You don't need to use colons

You should use "a" for AM times "p" for PM times

12:00PM → 12p

12:30PM → 1230p

## Press the Tab Key on your keyboard

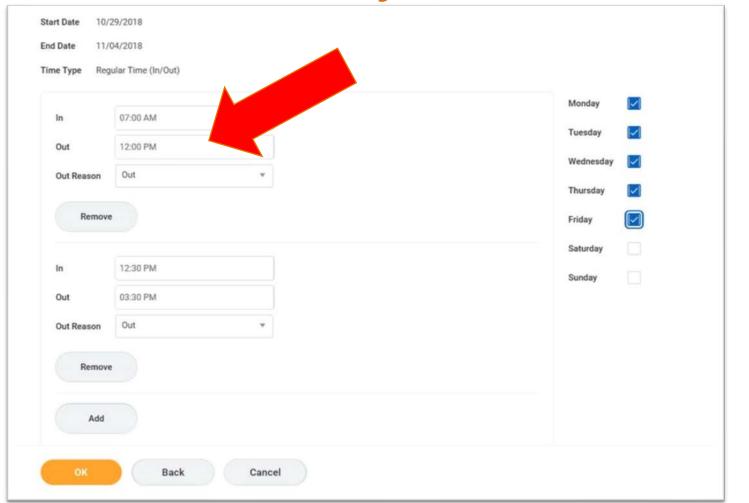


ComputerHope.com

Or use the mouse to click in the "Out" field - the blank space beside the word "Out"

#### Using the number keys on the keyboard Enter the time you left work to go to lunch -

the time you went "Out"



You don't need to use colons

You should use "a" for AM times &

12:00PM → 12p

"p" for PM times

12:30PM → 1230p

# Press the Tab Key on your keyboard THREE TIMES



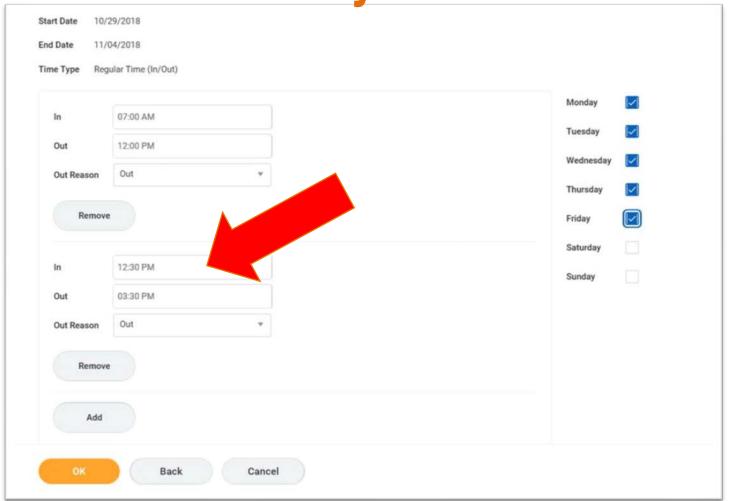
ComputerHope.com

Or use the mouse to click in the bottom "In" field - the blank space beside the word "In"

### Using the number keys on the keyboard

Enter the time you came back to work from lunch -

the time you came "In"



You don't need to use colons

You should use "a" for AM times &

12:00PM → 12p

"p" for PM times

12:30PM → 1230p

## Press the Tab Key on your keyboard

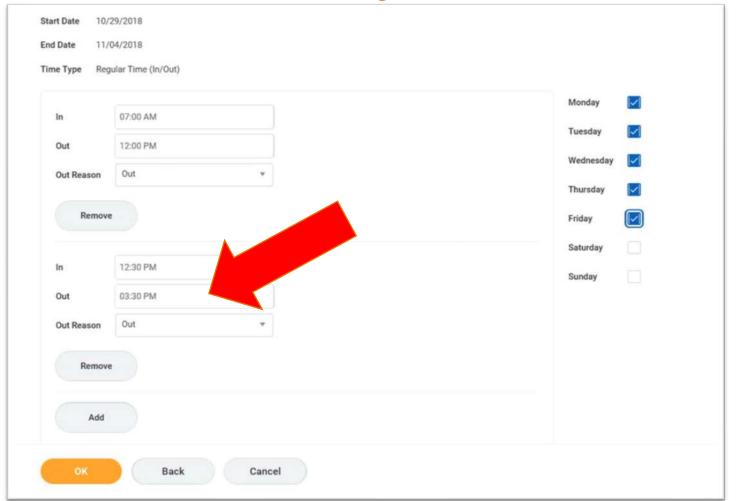


ComputerHope.cor

Or use the mouse to click in the bottom "Out" field - the blank space beside the word "Out"

#### Using the number keys on the keyboard Enter the time you left work to go home -

the time you went "Out"



You don't need to use colons

You should use "a" for AM times &

"p" for PM times

12:00PM → 12p

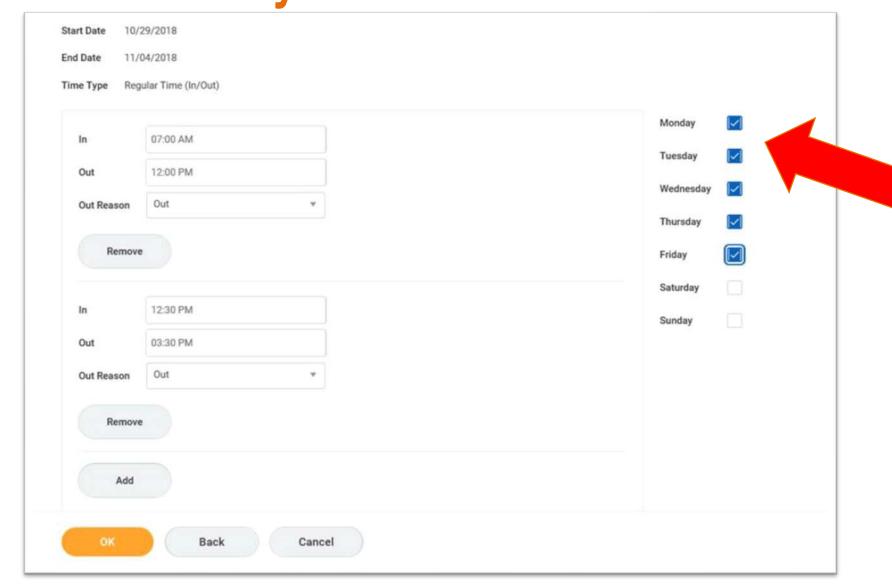
12:30PM → 1230p

## Press the Tab Key on your keyboard



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## Click each box beside the days of the week you worked those hours



#### **IMPORTANT!**

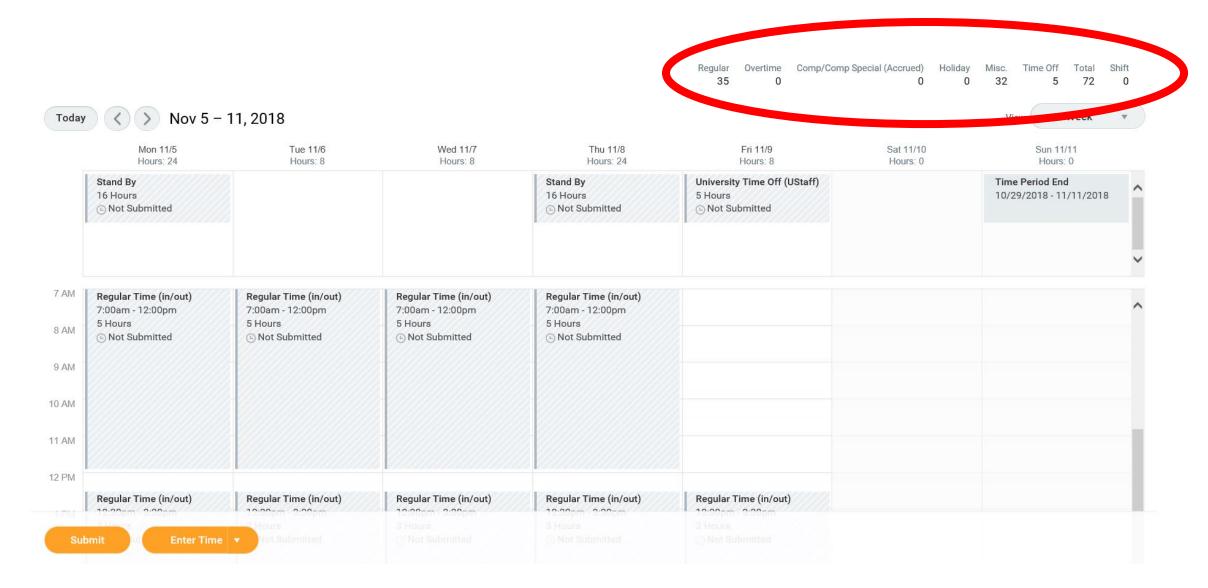
Do not forget to select ALL the days you worked the hours entered on the left



## Click OK

|            | 07:00 AM |   |           |  |
|------------|----------|---|-----------|--|
| Out        | 12:00 PM |   | Tuesday   |  |
| Out Reason | Out      | v | Wednesday |  |
|            |          |   | Thursday  |  |
| Remov      | e        |   | Friday    |  |
|            |          |   | Saturday  |  |
| In         | 12:30 PM |   | Sunday    |  |
| Out        | 03:30 PM |   |           |  |
| Out Reason | Out      | * |           |  |
| Remov      |          |   |           |  |
| remor      |          |   |           |  |
|            | Out      | * |           |  |

#### **Review - Make sure the hours entered are correct**



## Click Submit

Regular Overtime Comp/Comp Special (Accrued) Holiday Misc. Time Off Total Shift

| Mon 11/5<br>Hours: 24   |                            | Wed 11/7<br>Hours: 8   | Thu 11/8<br>Hours: 24  | Fri 11/9<br>Hours: 8                                | Sat 11/10<br>Hours: 0 | Sun 11/11<br>Hours: 0                     |
|---|----------------------------|--|--|---|-----------------------|---|
| Stand By 16 Hours  Not Submitted                                    |                            |  | Stand By 16 Hours  Not Submitted                               | University Time Off (UStaff) 5 Hours  Not Submitted |                       | Time Period End<br>10/29/2018 - 11/11/201 |
| Regular Time (in/<br>7:00am - 12:00pm<br>5 Hours<br>© Not Submitted |                            | Regular Time (in/out) 7:00am - 12:00pm 5 Hours © Not Submitted | Regular Time (in/out) 7:00am - 12:00pm 5 Hours © Not Submitted |   |                       |   |
| Regular Time (in/   | out) Regular Time (in/out) | Regular Time (in/out)  | Regular Time (in/out)  | Regular Time (in/out)                               |                       |   |

## Click Submit Again

#### **Submit Time**

I declare all hours reported are true and complete, and conform with the Organization's time reporting policy.

I authorize payroll to use these hours for payment.

INFORMATIONAL: Please click here to view the time reporting policy.

Following date range will be submitted for approval.

December 10 - December 23, 2018: 80 Hours Total

Total for December 10 - December 23, 2018

Regular

80

0

0

0

80

Overtime

Comp (Accrued)

Holiday

Misc.

Time Off

Total

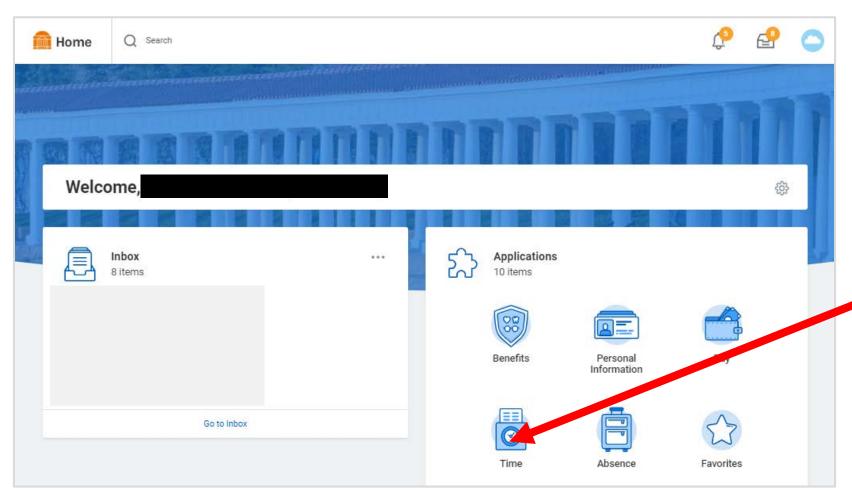
Submit Cancel



# How to Enter Time for an entire week using AUTO-FILL



## **Click Time**

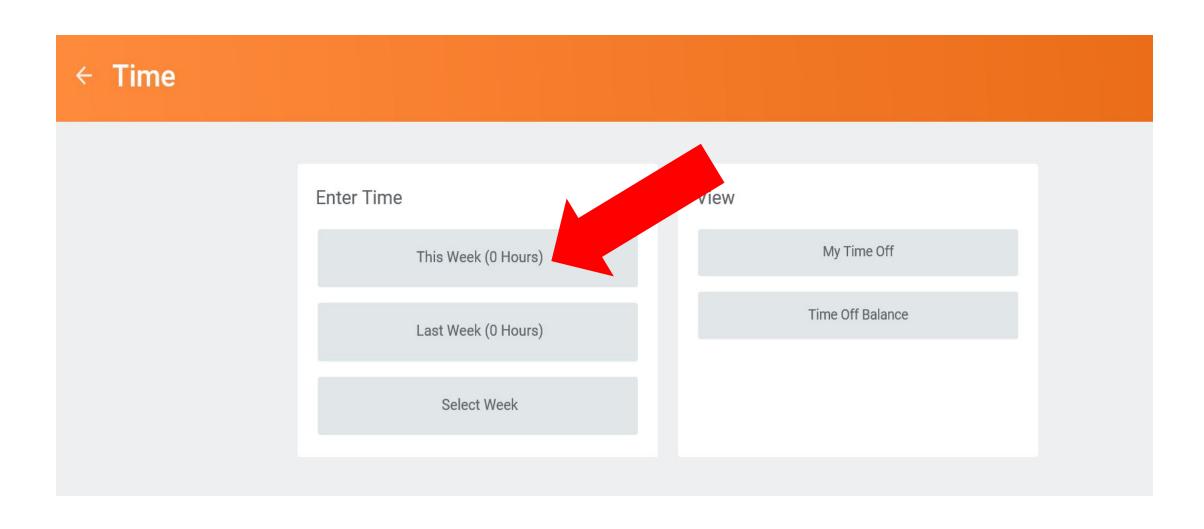




Time

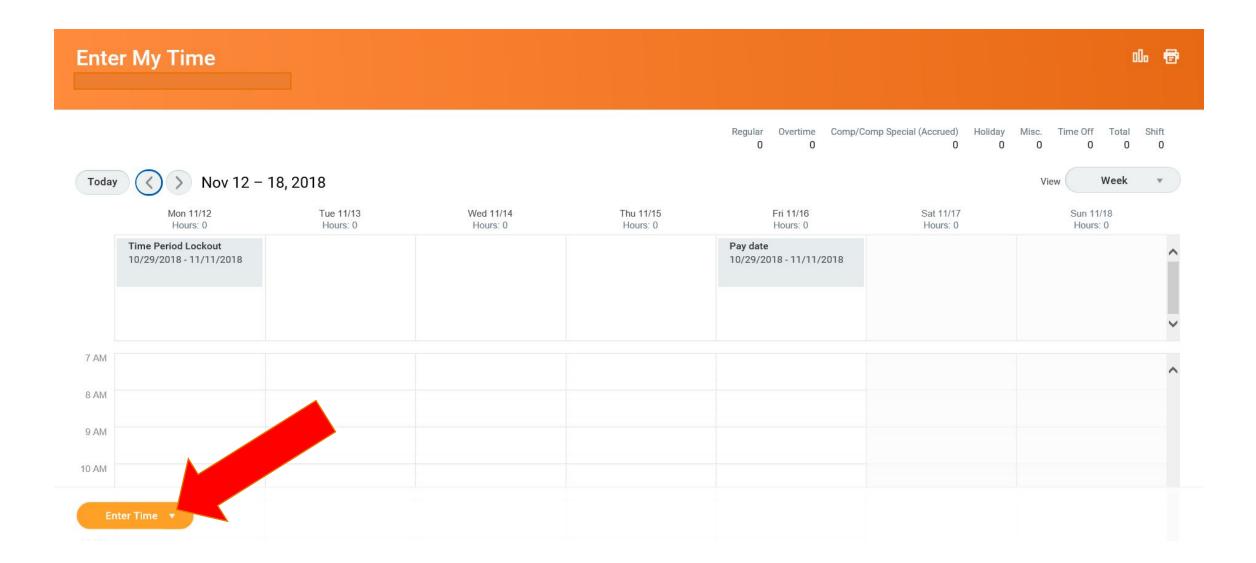


## Click "This Week"



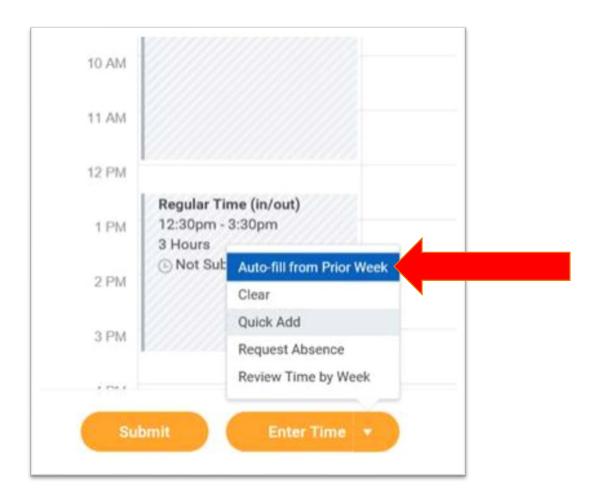
#### Step 3

## **Click Enter Time**



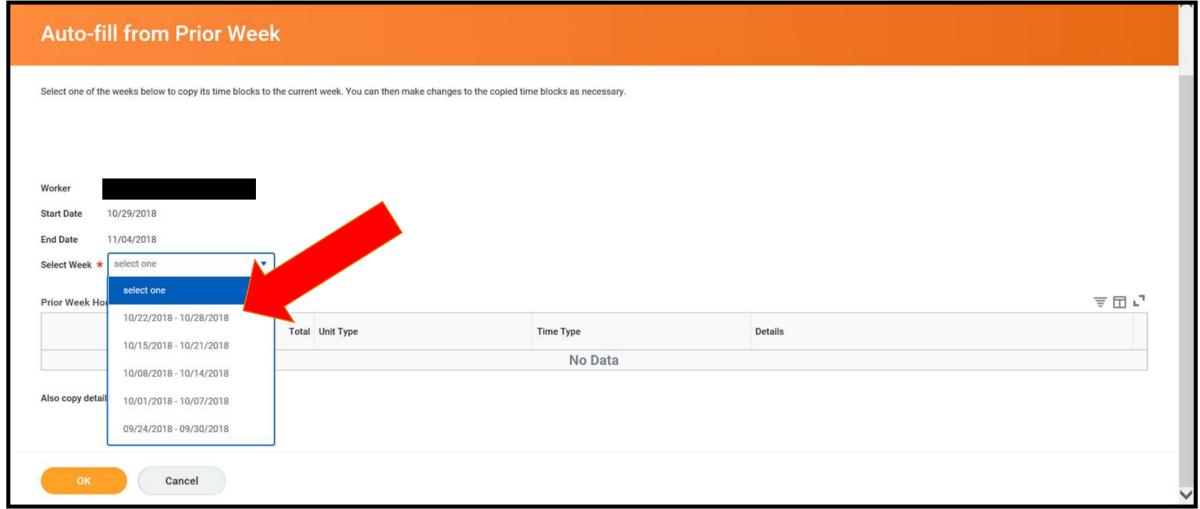
## Click

## **Auto-fill from Prior Week**

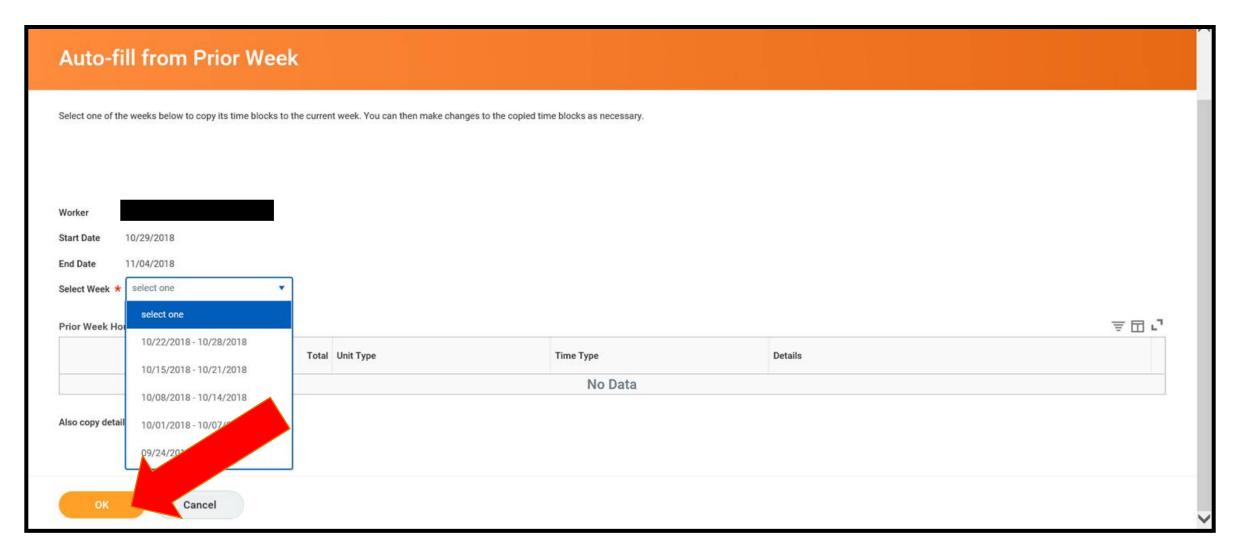


#### Step 5

# Click the week you would like to copy

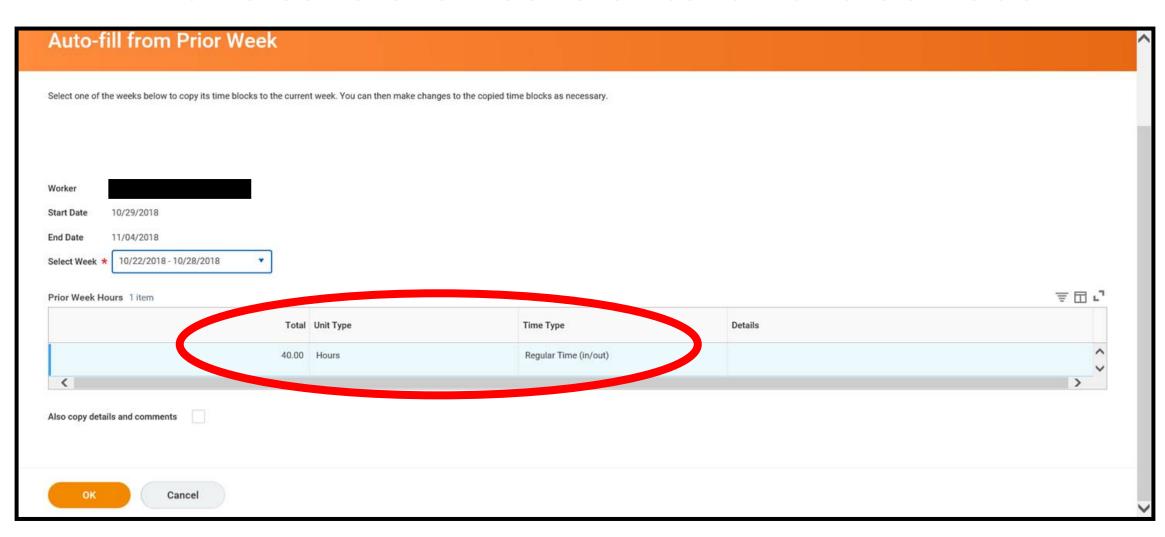


## Click OK

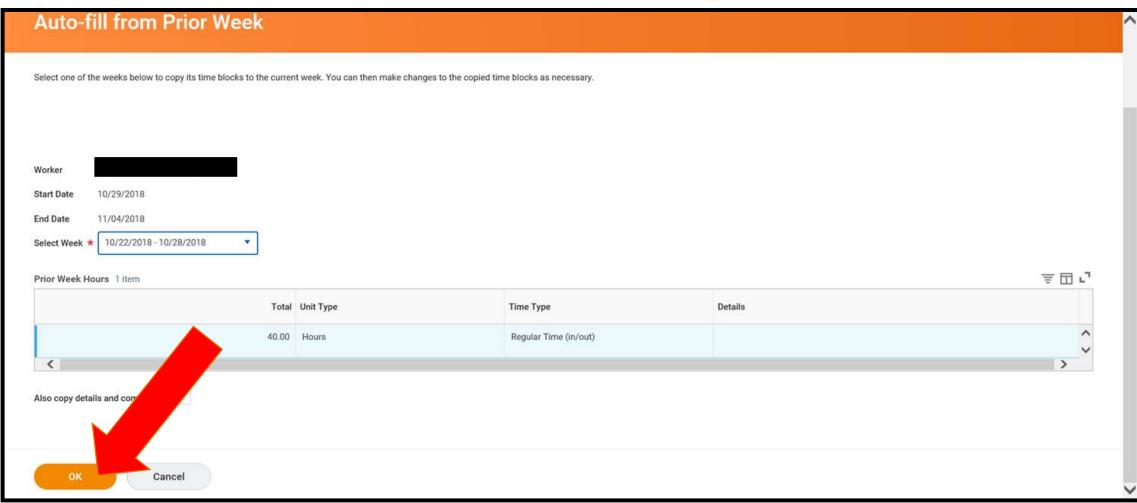


#### Review

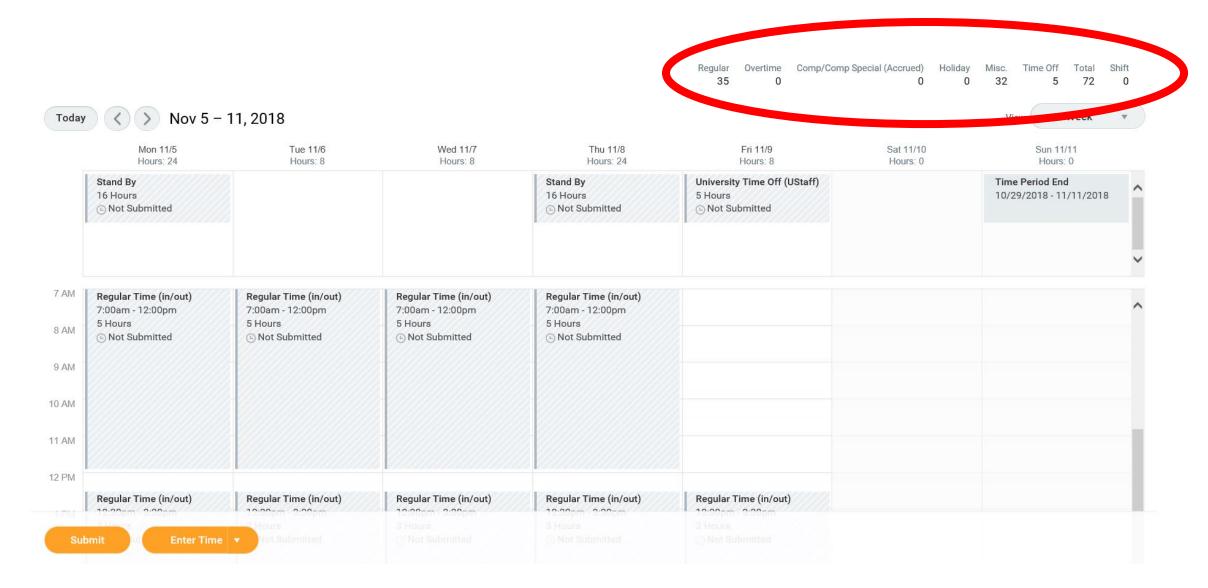
#### Make sure the hours entered are correct



## Click OK again



#### **Review - Make sure the hours entered are correct**



## Click Submit

Regular Overtime Comp/Comp Special (Accrued) Holiday Misc. Time Off Total Shift

| Mon 11/5<br>Hours: 24   |                            | Wed 11/7<br>Hours: 8   | Thu 11/8<br>Hours: 24  | Fri 11/9<br>Hours: 8                                | Sat 11/10<br>Hours: 0 | Sun 11/11<br>Hours: 0                     |
|---|----------------------------|--|--|---|-----------------------|---|
| Stand By 16 Hours  Not Submitted                                    |                            |  | Stand By 16 Hours  Not Submitted                               | University Time Off (UStaff) 5 Hours  Not Submitted |                       | Time Period End<br>10/29/2018 - 11/11/201 |
| Regular Time (in/<br>7:00am - 12:00pm<br>5 Hours<br>© Not Submitted |                            | Regular Time (in/out) 7:00am - 12:00pm 5 Hours © Not Submitted | Regular Time (in/out) 7:00am - 12:00pm 5 Hours © Not Submitted |   |                       |   |
| Regular Time (in/   | out) Regular Time (in/out) | Regular Time (in/out)  | Regular Time (in/out)  | Regular Time (in/out)                               |                       |   |

## Click Submit Again

#### **Submit Time**

I declare all hours reported are true and complete, and conform with the Organization's time reporting policy.

I authorize payroll to use these hours for payment.

INFORMATIONAL: Please click here to view the time reporting policy.

Following date range will be submitted for approval.

December 10 - December 23, 2018: 80 Hours Total

Total for December 10 - December 23, 2018

80

0

0

0

0

Regular

Overtime

Comp (Accrued)

Holiday

Misc.

Time Off

Total 80

---



Submit

Cancel

