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.

UVA computing ID

Password

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
Click “This Week”
Click on “blank space” under the correct day of the week.

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours: 0</th>
<th>Hours: 0</th>
<th>Hours: 0</th>
<th>Hours: 0</th>
<th>Hours: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 11/12</td>
<td>Time Period Lockout 10/29/2018 - 11/1/2018</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tue 11/13</td>
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<tr>
<td>Wed 11/14</td>
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<td></td>
</tr>
<tr>
<td>Thu 11/15</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fri 11/16</td>
<td>Pay date 10/29/2018 - 11/11/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 11/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 11/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click Regular Time (In/Out)
Press the Tab Key on your keyboard

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

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 $\rightarrow$ 12p
12:30PM $\rightarrow$ 1230p
Press the Tab Key on your keyboard
Click OK
To add time worked AFTER LUNCH
Click on “blank space” again
Click Regular Time (In/Out)
Press the Tab Key on your keyboard

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

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
Click OK
Repeat Steps 3 thru 12 for each day of the week that you worked.
Review – Make sure the hours entered are correct

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Overtime</th>
<th>Comp/Comp Special (Accrued)</th>
<th>Holiday</th>
<th>Misc.</th>
<th>Time Off</th>
<th>Total</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
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<td>0</td>
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<td>Sat</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sun</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

**Stand By Hours:**
- Mon: 16 Hours
- Tue: 16 Hours
- Wed: 16 Hours
- Thu: 16 Hours
- Fri: 16 Hours
- Sat: 16 Hours
- Sun: 16 Hours

**Shifts & Times:**
- 7 AM: Regular (7:00am - 12:00pm)
- 8 AM: Regular (7:00am - 12:00pm)
- 9 AM: Regular (7:00am - 12:00pm)
- 10 AM: Regular (7:00am - 12:00pm)
- 11 AM: Regular (7:00am - 12:00pm)
- 12 PM: Regular (7:00am - 12:00pm)

**Submit**

**Time Period End:**
10/29/2018 - 11/11/2018
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>8 AM</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
</tr>
<tr>
<td>9 AM</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
</tr>
<tr>
<td>10 AM</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
<td>5 Hours</td>
</tr>
</tbody>
</table>

**Stand By**
- 16 Hours
- Not Submitted

**University Time Off (USStaff)**
- 5 Hours
- Not Submitted

**Time Period End**
10/29/2018 - 11/11/2018

**Click Submit**
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

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Regular</td>
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</tr>
<tr>
<td>Overtime</td>
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</tr>
<tr>
<td>Comp (Accrued)</td>
<td>0</td>
</tr>
<tr>
<td>Holiday</td>
<td>0</td>
</tr>
<tr>
<td>Misc.</td>
<td>0</td>
</tr>
<tr>
<td>Time Off</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>80</td>
</tr>
</tbody>
</table>

Submit | Cancel
How to Enter Time for an entire week using QUICK ADD
Click Time
Click “This Week”
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

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 THREE TIMES

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 & “p” for PM times

12:00PM → 12p
12:30PM → 1230p
Press the Tab Key on your keyboard

Or use the mouse to click in the bottom “Out” field - the blank space beside the word “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
Click each box beside the days of the week you worked those hours

Step 11

IMPORTANT!
Do not forget to select ALL the days you worked the hours entered on the left
Click OK
Review – Make sure the hours entered are correct

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7 AM</td>
<td>7:00am - 12:00pm</td>
<td>7:30am - 12:00pm</td>
<td>7:00am - 12:00pm</td>
<td>7:00am - 12:00pm</td>
<td>7:00am - 12:00pm</td>
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<tr>
<td>8 AM</td>
<td>8:00am - 12:00pm</td>
<td>8:00am - 12:00pm</td>
<td>8:00am - 12:00pm</td>
<td>8:00am - 12:00pm</td>
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<td>9 AM</td>
<td>9:00am - 12:00pm</td>
<td>9:00am - 12:00pm</td>
<td>9:00am - 12:00pm</td>
<td>9:00am - 12:00pm</td>
<td>9:00am - 12:00pm</td>
</tr>
<tr>
<td>10 AM</td>
<td>10:00am - 12:00pm</td>
<td>10:00am - 12:00pm</td>
<td>10:00am - 12:00pm</td>
<td>10:00am - 12:00pm</td>
<td>10:00am - 12:00pm</td>
</tr>
<tr>
<td>11 AM</td>
<td>11:00am - 12:00pm</td>
<td>11:00am - 12:00pm</td>
<td>11:00am - 12:00pm</td>
<td>11:00am - 12:00pm</td>
<td>11:00am - 12:00pm</td>
</tr>
<tr>
<td>12 PM</td>
<td>12:00am - 12:00pm</td>
<td>12:00am - 12:00pm</td>
<td>12:00am - 12:00pm</td>
<td>12:00am - 12:00pm</td>
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<table>
<thead>
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<th>Total Hours</th>
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<tbody>
<tr>
<td>Nov 5</td>
<td>16 Hours</td>
<td>24</td>
</tr>
<tr>
<td>Nov 6</td>
<td>8 Hours</td>
<td>8</td>
</tr>
<tr>
<td>Nov 7</td>
<td>8 Hours</td>
<td>8</td>
</tr>
<tr>
<td>Nov 8</td>
<td>16 Hours</td>
<td>24</td>
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<tr>
<td>Nov 9</td>
<td>8 Hours</td>
<td>8</td>
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<tr>
<td>Nov 10</td>
<td>8 Hours</td>
<td>8</td>
</tr>
<tr>
<td>Nov 11</td>
<td>0 Hours</td>
<td>0</td>
</tr>
<tr>
<td>Nov 12</td>
<td>16 Hours</td>
<td>24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Period End</th>
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</thead>
<tbody>
<tr>
<td>Nov 12</td>
<td>10/29/2018 - 11/11/2018</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time Period End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 12</td>
<td>10/29/2018 - 11/11/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Regular</th>
<th>Overtime</th>
<th>Comp/Comp Special (Accrued)</th>
<th>Holiday</th>
<th>Misc.</th>
<th>Time Off</th>
<th>Total</th>
<th>Shift</th>
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</thead>
<tbody>
<tr>
<td>Nov 5 - 11</td>
<td>35</td>
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<td>0</td>
<td>0</td>
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<td>5</td>
<td>72</td>
<td>0</td>
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</table>

Submit | Enter Time
<table>
<thead>
<tr>
<th></th>
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<td>7:30am - 12:00pm</td>
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<td>7:00am - 12:00pm</td>
<td>7:00am - 12:00pm</td>
</tr>
<tr>
<td>8 AM</td>
<td>Not Submitted</td>
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<td>Not Submitted</td>
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</tr>
<tr>
<td>9 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Stand By**
- 16 Hours
- Not Submitted

**University Time Off (USStaff)**
- 5 Hours
- Not Submitted

**Time Period End**
- 10/29/2018 - 11/11/2018
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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>80</td>
</tr>
<tr>
<td>Overtime</td>
<td>0</td>
</tr>
<tr>
<td>Comp (Accrued)</td>
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</tr>
<tr>
<td>Holiday</td>
<td>0</td>
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<tr>
<td>Misc.</td>
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</tr>
<tr>
<td>Total</td>
<td>80</td>
</tr>
</tbody>
</table>

Click Submit Again
How to Enter Time for an entire week using AUTO-FILL
Click Time

Step 1
Click “This Week”
Step 3

Click Enter Time
Click Auto-fill from Prior Week
Click the week you would like to copy

Step 5
Click OK

Step 6
Review
Make sure the hours entered are correct

Step 7
Click OK again

Step 8
Review – Make sure the hours entered are correct

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular</th>
<th>Overtime</th>
<th>Comp/Comp Special (Accrued)</th>
<th>Holiday</th>
<th>Misc.</th>
<th>Time Off</th>
<th>Total</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 5 - 11, 2018</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>72</td>
<td>0</td>
</tr>
</tbody>
</table>

**Regular Time (in/out)**
- 7 AM: 7:00am - 12:00pm, 5 Hours
- 8 AM: 7:30am - 12:00pm, 5 Hours
- 9 AM: 7:00am - 12:00pm, 5 Hours
- 10 AM: 7:00am - 12:00pm, 5 Hours
- 11 AM: 7:00am - 12:00pm, 5 Hours
- 12 PM: 12:00pm - 3:00pm, 3 Hours

**Shifts**
- **Shift 1:** 7:00am - 3:00pm
- **Shift 2:** 3:00pm - 12:00am
- **Shift 3:** 12:00am - 7:00am
**Nov 5 – 11, 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Hours</th>
<th>Overtime</th>
<th>Comp/Comp Special (Accrued)</th>
<th>Holiday</th>
<th>Misc.</th>
<th>Time Off</th>
<th>Total</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 11/5</td>
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<td>0</td>
<td>32</td>
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<td>72</td>
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<td>Tue 11/6</td>
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<td>Sat 11/10</td>
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<td>0</td>
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<td>0</td>
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</tr>
</tbody>
</table>

**Stand By**
- Mon 11/5: 16 Hours
- Tue 11/6: 16 Hours
- Wed 11/7: 16 Hours
- Thu 11/8: 16 Hours
- Fri 11/9: 0 Hours

**University Time Off (US) Staff**
- Mon 11/5: 5 Hours
- Tue 11/6: 5 Hours
- Wed 11/7: 5 Hours
- Thu 11/8: 5 Hours
- Fri 11/9: 5 Hours

**Time Period End**
- 10/29/2018 - 11/11/2018

**Submit**
- Click to submit times.
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
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<tr>
<td>Overtime</td>
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</tr>
<tr>
<td>Comp (Accrued)</td>
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</tr>
<tr>
<td>Holiday</td>
<td>0</td>
</tr>
<tr>
<td>Misc.</td>
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<tr>
<td>Time Off</td>
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<tr>
<td>Total</td>
<td>80</td>
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Click Submit Again