![MC Montgomery College logo]

Enter Time
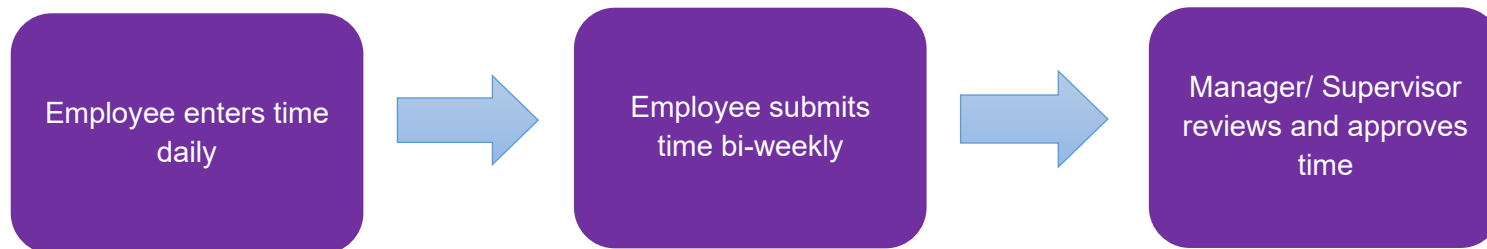*Workday Job Aid for Employees and Student Workers*

Overview

Use this job aid as a resource to enter, review, submit, and correct time in Workday. In Workday, your timesheet displays 1 week at a time. You enter time daily and submit your timesheets bi-weekly. If you are in a shift differential position, please refer to the *Enter Time for Shift Differential* job aid.

There are two different types of employees:

- **Exempt (Salary/Annual)**: An exempt employee is not required to be paid overtime pay and is also excluded from hourly minimum wage requirements. Exempt employees receive fixed compensation or a salary for the work they perform.

  o Effective January 2022, MC exempt staff will no longer complete a biweekly timesheet for all hours worked. Salaried exempt staff will only report exception time (i.e., use of accrued or other approved leave) in 2-hour increments via "Time Off" requests in Workday. Hours worked and absences for less than 2-hours will not be reported in Workday.

- **Non-Exempt (Hourly)**: These employees are eligible for overtime pay and hourly wages. Non-exempt employees earn an hourly wage and are paid for hours worked.

Process Flow

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ Employee enters │  →   │ Employee submits│  →   │ Manager/        │
│ time daily      │      │ time bi-weekly  │      │ Supervisor      │
│                 │      │                 │      │ reviews and     │
│                 │      │                 │      │ approves time   │
└─────────────────┘      └─────────────────┘      └─────────────────┘
```

Enter Time

1. From the Workday home page, select **View All Apps** then select the **Time** application. Alternatively, click **Menu** on left hand corner and select **Time** application from the list.

2. Under the **Enter Time** column, click **This Week**.
3. Click the applicable day/date.

    Note: The Enter Time pop-up window displays.
4. Enter the following details:

    - Time Type: The time type auto-populates based on your position. To change the type, click the field and select from the menu. For example, if you have work study on campus or off campus time to enter. You can also request an absence by selecting an Absence type from the same menu.

        Important:
        - For FWS, you must select the correct Time Type (e.g., On Campus – FWS, On Campus Community Service – FWS, Work Study – Off Campus). If you are not sure which type to select, please contact Justin "Matt" Hicks or the FWS Program Specialist, Esther Akusa.
        - Interpreters must select the applicable Time Type.

    - Hours: Enter the total number of hours worked for the selected time type and date.
    - Location: Location is required for work study positions. For On-Campus FWS, select Rockville, Germantown, or Takoma Park. If you are Community Service Off Campus select the location of Off Campus. If you are Community Service On-Campus, you will need to select the location of either, Community Service Rockville, Community Service TP/SS, Community Service Germantown.
    - Comment: A comment is not required. If needed, enter a comment.

5. Click OK.

    Note: The changes save and display on the screen. Time is now entered, but not submitted. You must review and submit time before it routes to your Manager/Supervisor for approval.

6. Enter time for all applicable dates and time types as needed.

Review & Submit Time

1. From the Workday home page, select **View All Apps** then select the **Time** application. Alternatively, click **Menu** on left hand corner and select **Time** application from the list.

Time

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

3. Towards the bottom right corner of the screen, click Review.

   Note: The Submit Time pop-up window displays.

4. Read the certification statement.
5. Review your total hours for the time period.

   Note: If corrections are needed, refer to the steps in the Correct Time section of this job aid.

6. Click **Submit**.

   Note: The time automatically routes to your Manager/Supervisor for review and approval.

Correct Time

1. From the Workday homepage, select **View All** Apps then select the **Time** application. Alternatively, click **Menu** on left hand corner and select **Time** application from the list.

Time

2. Select one of the following options:
   - **This Week:** Select this option to correct time for the current week.
   - **Last Week:** Select this option to correct time for the previous week.
   - **Select Week:** Select this option to enter the date of a specific week.

3. Locate and select the time block you would like to correct.
4. Use the table below to determine your next step:

If...	Then...
You are making corrections to time	• Correct the applicable information. • Click OK.
You are deleting the time	• Click Delete. • Click OK.

Note: The changes and/or deletions automatically save. Changes to previously submitted time must be re-submitted to your Manager/Supervisor for review and approval. Refer to the steps in the Review & Submit Time section of this job aid.