

### Overview

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

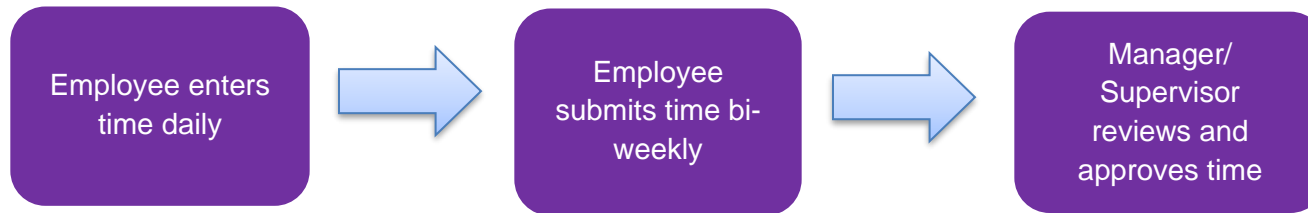
**Important:** Even though we are paid bi-weekly, hours worked are tracked weekly to ensure overtime calculations are accurate. **For time tracking purposes, the week begins on Saturday at 12 am and ends on Friday at 11:59 pm.** The dates for each week will display on the Workday timesheet, beginning with Saturday and ending with Friday. Employees with shift differential will need to complete multiple time entries each day to accurately capture hours worked, as follows:

Total In/Out Time Entries for Shifts beginning on Saturday – Thursday	Total In/Out Time Entries for Shifts beginning on Fridays
TWO (2) In/Out Time Entries	THREE (3) In/Out Time Entries
<ol style="list-style-type: none"> <li>1. In at start of shift and Out for break Example: <b>In at 10 pm, Out at 2 am (4 hours)</b></li> <li>2. In from break and Out for end of shift Example: <b>In at 2:30 am and Out at 6:30 am (4 hours, notice the comment that they are included on the previous date*)</b></li> </ol> <p>Workday includes all 8 hours on the day that the shift started.*</p> <p><b>4 hours</b> before break + <b>4 hours</b> after break = <b>total 8 hours</b> for shift</p> <p>*Hours will be included with the day the shift started as long as the break is less than four (4) hours.</p>	<ol style="list-style-type: none"> <li>1. In at start of shift and Out at 11:59 pm (end of the current work week) Example: <b>In at 10 pm, Out at 11:59 pm (2 hours)</b></li> <li>2. In at Midnight (beginning of new work week and Out for break Example: <b>In at 12 am, Out at 2 am (2 hours)</b></li> <li>3. In from break and Out for end of shift Example: <b>In at 2:30 am, Out at 6:30 am (4 hours)</b></li> </ol> <p>Since the work week ends on Fridays and time must be tracked weekly, employees must track hours actually worked through Friday night separately from the hours worked beginning on Saturday. Workday will include all 8 hours on the day that the shift started.*</p> <p><b>2 hours</b> before week ends + <b>2 hours</b> at start of the new week + <b>4 hours</b> after break = <b>total 8 hours</b> for shift</p>

## Enter Time for Shift Differential

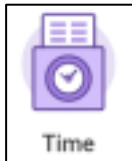
*Workday Job Aid for Hourly Facilities and Public Safety Employees with Shift Differential*

### Process Flow



### Enter Time: Regular Time In/Out

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.

The "Enter Time" pop-up window shows the date 07/09/2024. It includes fields for "Time Type" (set to Regular), "In" time, "Out" time, and "Out Reason" (set to Out). The "Hours" field shows 0. There is a "Details" section with a "Comment" text area. At the bottom are "Cancel" and "OK" buttons.

## Enter Time for Shift Differential

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4. Enter the following details:

- **Time Type:** The time type auto-populates to “Regular.” To change the type, click the field and select from the menu. For example, if you are changing the time type to “Holiday.” Depending on the Time Type you select, you may only need to enter the total number of applicable hours.

**Note:** You can also request an Absence by selecting an Absence type from the same menu, but if you need to make a change, you must come back to your timesheet to make the change. If you add your Time Off or Leave through the Absence app, you must go back to the Absence app to make corrections. Refer to the *Request Absence* job aid.

- **In:** Enter the time you **began work OR returned from break** for the selected date. You can type the time as a number, and it will automatically update to a time format. For example, if you type “830a” it will automatically change to “8:30 AM.”
- **Out:** Enter the time you left for break OR finished working on the selected date. You can type the time as a number, and it will automatically update to a time format. For example, if you type “1230p” it will automatically change to “12:30 PM.”
- **Out Reason:** The Reason defaults to “Out.” Do not edit this field.
- **Location:** A Location is not required. Leave this field blank.
- **Comment:** A Comment is not required. If needed, enter a comment.

5. Click **OK**.

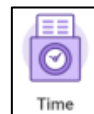
**Note:** The changes save and display on the screen. Time is now entered, but not submitted. You must review and submit time before it routes to your Manager/Supervisor for approval.

6. **Repeat Steps 4 and 5 for the second In/Out Time Entry on Saturdays-Thursdays (total of two (2) each day). Repeat Steps 4 and 5 for the second and third In/Out Time Entries on Fridays (total of three (3) each Friday).**
7. Enter time for all applicable dates and time types, as needed.

**Note:** Time Period End Dates and Pay dates will be marked on the timesheet on the applicable dates. These notifications do not restrict you entering time on these days. Be sure to enter hours worked for all applicable dates.

## 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.



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 Time section of this job aid.

6. Click **Submit**

## Enter Time for Shift Differential

### Workday Job Aid for Hourly Facilities and Public Safety Employees with Shift Differential

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

### Correct Time

- 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.



- 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.

- Locate and click the time block you would like to correct.
- Use the table below to determine your next step:

If...	Then...
You are making corrections to time	<ul style="list-style-type: none"> <li>• Correct the applicable information.</li> <li>• Click <b>OK</b>.</li> </ul>
You are deleting the time	<ul style="list-style-type: none"> <li>• Click <b>Delete</b>.</li> <li>• Click <b>OK</b>.</li> </ul>

**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 job aid.