Enter Time / Edit Time Entered (Manager)

Important Information:

- Log on to <u>Single Sign-On</u> (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select Workday from the SSO Menu.
 - First time users can select the "New Employees Set up your password" link on the home screen to establish a password.
 - For existing users who have forgotten their password, the "I forgot my password" link will guide you through the process of establishing a new password.

Steps

- From your Workday Home page, navigate to the Employee's worker profile by typing the name of the Employee in the Search bar
- 2. In the search results, click the Employee's name to view their Worker Profile
- 3. Click the **Actions** button under the Employee's Worker profile picture



4. Navigate to Time and Leave and click Enter Time

		0 0 0 0 0 0
Actions		Enter Time
		Enter Absence
Frequently Used		Enter Time Off
Start Proxy		View Time Off
View Feedback		Overtime Requests
View Development Iter	ns	View Schedule for Worker
Compensation	>	Add Time Clock Event
Job Change	>	View Time Clock History
Manage Work	>	View Time Off Balance
Organization	>	View Time Off Results by Period
Payment	>	View Calculated and Override Balances View Carryover Balances
Payroll	>	Place Worker On Leave
Personal Data	>	View Leave Results
Talent	>	Assign Work Schedule
Time and Leave	,	Schedule History for Worker

5. Enter the **Date** for which you need to enter time for your Employee

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6. Click OK. The Employee's Time Calendar for the week containing the day you entered will display



Explore

 Click on the Day / Date for which you need to enter time worked. A blue Enter Time box should appear, and then a pop-up will display

Feb 21 – 27, 2	2021			
Mon 2/22 Hours: 0	Tue 2/ Hours	Enter Time 02/22/2021	25 : 0	Fri 2/2 Hours:
Enter Time	Time Perio 02/07/202 02/20/202	Time Type * Bearch		Pay date 02/07/2021 02/20/2021
-	•	Pasition steet one * Hours • 0 Details Comment CK Cancel		

Note: Alternatively, you can click on an existing Time box and make changes to the hours entered by an employee. The same instructions apply.

- 8. Click Time Type
- 9. Select **Time Entry Codes or Projects** and select the appropriate code or project

Enter Time		
Time Type 🔸	Search	:=
	Time Entry Codes	>
Hours * 0	Absence	>

- **10.** Enter the number of **Hours** worked
- **11.** Click **OK**. You will see that the time has been added to the calendar

Today 🔇 🗲	Feb 21 - 27, 2	.021 🗸			Weel	k * Actions *
Sun, 2/21 Hours: 0	Mon, 2/22 Hours: 4	Tue, 2/23 Hours: D	Wed, 2/24 Hours: 0	Thu, 2/25 Hours: 0	Frl, 2/26 Hours: 0	Set, 2/27 Hours: D
	Hours Worked 4 Hours () Not Submitted	Time Period Lockout 02/07/2021 - 02/20/2021			Pay date 02/07/2021 - 02/20/2021	

 Click Review at the bottom of the page. The Submit Time summary page will display. Review the time entered

SI SI	ıbmit Time
By clicking and correct in accordar	submit, I certify that the hours reported on this timesheet are true to the best of my knowledge and that work times and absences are ce with System policy.
Following dat	e range will be submitted for approval.
February 21 -	March 6, 2021 : 4 Hours Total
Total fo	r February 21 – March 6, 2021
Regular	4
Overtime	0
Total	4
ente	er your comment
Submit	Cancel

- **13.** Enter any comments, as needed
- 14. Click Submit

This completes the Enter Time / Edit Time Entered (Manager) process



