

Enter Time

Important Information:

- Log on to [Single Sign-On](#) (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 the Workday Home page:

1. Click the **Time** worklet
2. Under Enter Time, click **This Week**

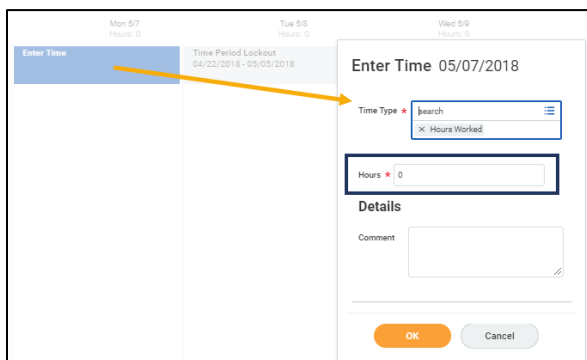
The **Time Calendar** will display



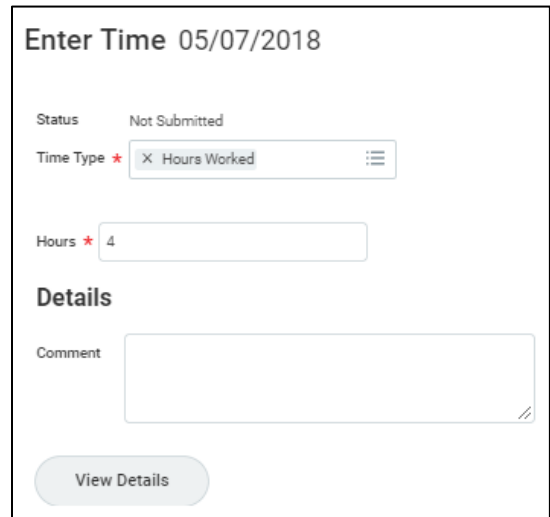
Notes:

- Alternatively, you can click **Last Week** or **Select Week** to navigate to a time frame other than the current week

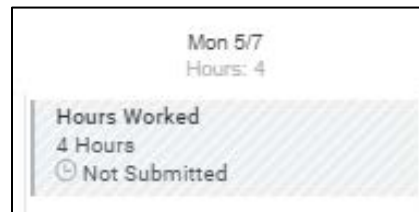
3. Click on the Day / Date for which you need to enter time worked. A blue **Enter Time** box should appear, and then a pop-up will display. Time Type should default to “Hours Worked”



4. Enter the number of **Hours** worked for that date



5. Click **OK**. You will see that the time has been added to the calendar



6. Once all hours for pay period have been added click **Submit**. The **Submit Time** summary page will display. Review the time entered
7. Enter any comments, if needed
8. Click **Submit**

The request will be routed your manager for approval

This completes the **Enter Time process**