

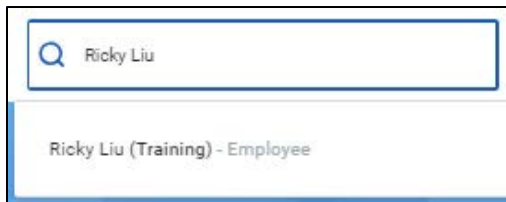
Enter Time / Edit Time Entered (Manager)

Important Information:

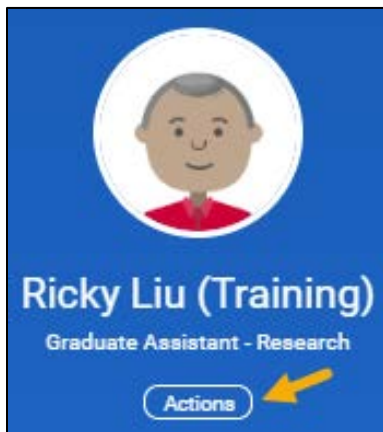
- Log on to [Single Sign-On](#) (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select [Workday](#) from the SSO Menu.
 - First time users can select the “New Employees – Set up your password” link on the home screen to establish a password.
 - For existing users who have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

Steps

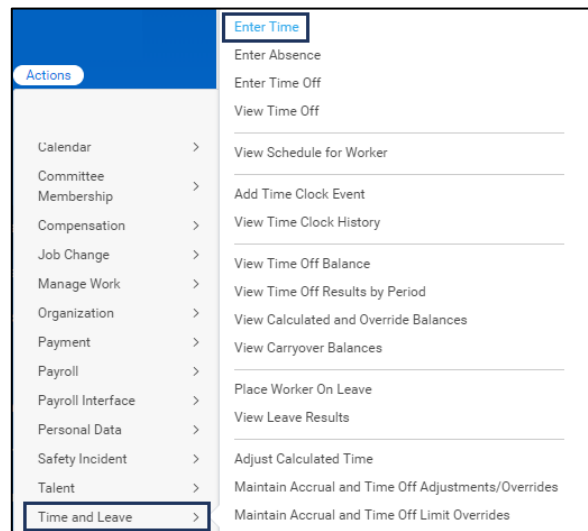
1. Type the name of the Employee in the **Search** bar and press **Enter**



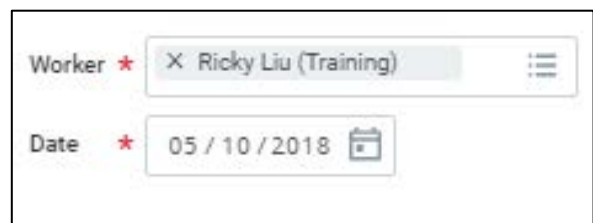
2. In the search results, click the Employee's name to view their Worker Profile
3. Click the **Action** button under the Employee's Worker profile picture



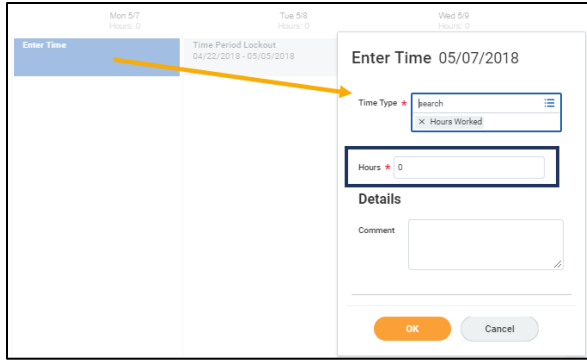
4. Hover over **Time and Leave** and click **Enter Time**



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

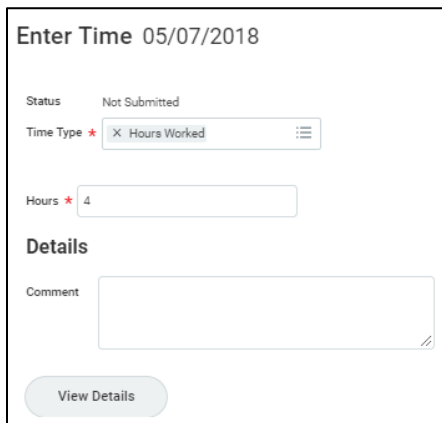


6. Click **OK**. The Employee's **Time Calendar** for the week containing the day you entered will display
7. Click on the Day / Date for which you need to enter time worked. A blue **Enter Time** box should appear, and then a pop-up will display

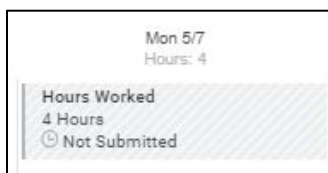


Note: Alternatively, you can click on an existing Time box and make changes to the hours entered by an employee. The same instructions apply.

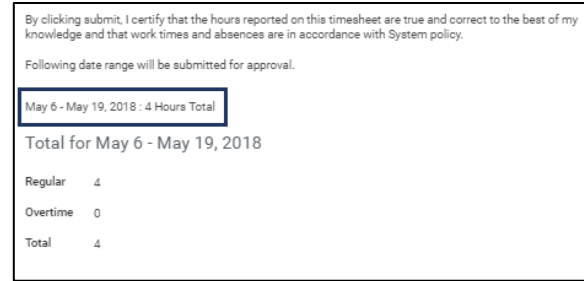
8. Click **Time Type**
9. Select **Time Entry Codes** and select the appropriate code
10. Enter the number of **Hours** worked for that date



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



12. Once all hours for the pay period have been added (or all necessary updates have been made), click **Submit** at the bottom of the page. The **Submit Time** summary page will then display.



13. Review the total time entered, and enter specific comments if necessary.

14. Click **Submit**

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