



Add Time Worklet

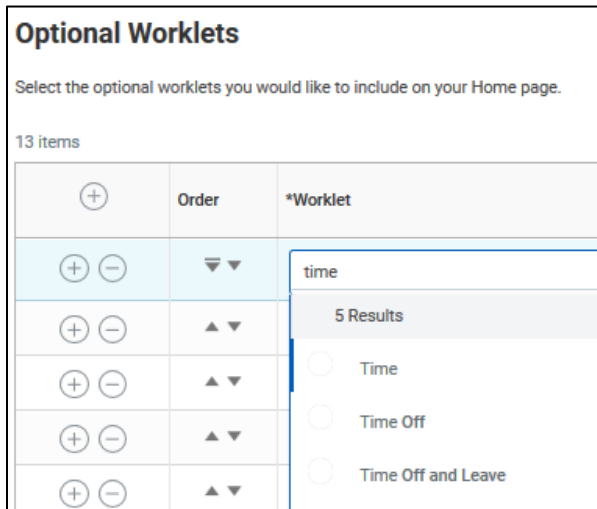
Overview

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.

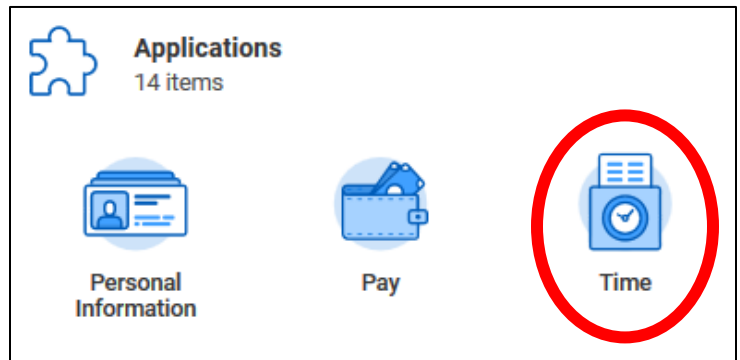
Steps

1. Click the  icon on the right hand side of the welcome banner.
2. Under *Optional Worklets*, click  to add a new worklet.
3. Type the word “*Time*” in the search bar and press enter. A list of time related worklets will populate. Select **Time** from the list.



4. Click **OK** to save changes.
5. Click **DONE** to return to the Workday homepage.

6. The **Time** worklet will now appear on your Workday Homepage under Applications.



This completes the **Add Time Worklet** process