Submit Time (Hourly Employees)

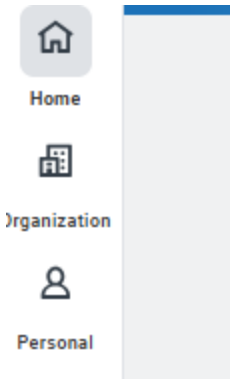
Overview

This job aid is intended for non-exempt employees who must enter hours worked in Workday. To enter time, employees have the option to Clock In / Out (See Clocking In/Out job aid) or to manually enter their time blocks into Workday (See Enter/Quick Add Time job aid). Once time has been entered, an employee must submit their hours to send the time for review and approval.

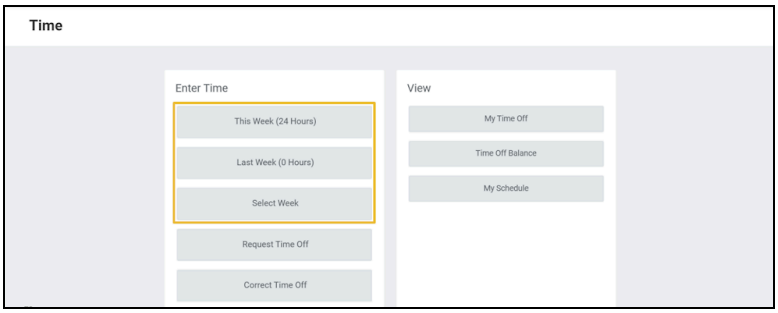
Submitting Time

Security Role(s): Employee as Self

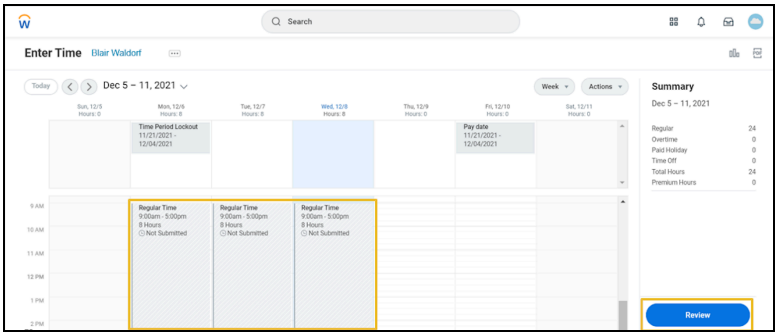
1. From the Workday Landing Page, select **Personal,** then **Time**.



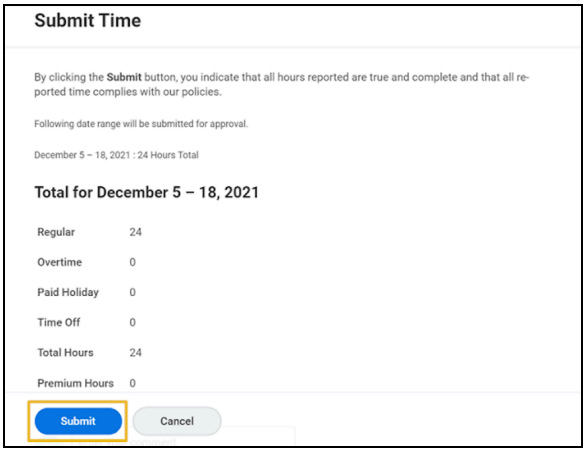
2. Select the week that you are submitting your hours. Select hours for the current week, for the previous week, or select a specific week. In the example below, we select This Week**.**



3. On the timesheet, notice the gray blocks. This means the time has not yet been submitted. Select **Review.**



4. On the following screen, review and confirm that the hours are correct for the time worked. Select **Submit.**



Remaining Process Steps

The timesheet, once submitted, will route to your timekeeper (who in most cases will be your manager) for approval. They can either approve your timesheet or send it back for edit and review.