



Submit Time (Hourly Employees)

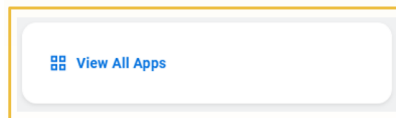
Overview

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.

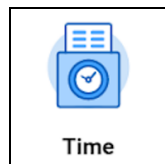
Submitting Time

Security Role(s): Employee as Self

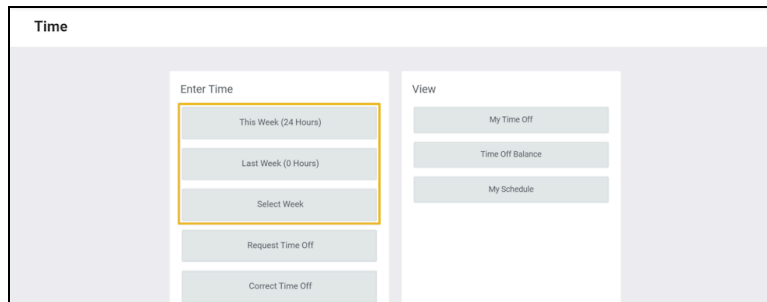
1. From the Workday Landing Page, select **View All Apps**.



2. Navigate to the **Time** application.



3. 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.



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

The screenshot shows the 'Enter Time' interface for Blair Waldorf. The top navigation bar includes a search bar and a 'Review' button. The main area displays a calendar for the week of Dec 5 - 11, 2021. The 'Regular Time' blocks for Dec 5, 6, and 7 are highlighted in gray, indicating they have not been submitted. A 'Review' button is visible in the bottom right corner.

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

The 'Submit Time' screen displays the following information:

- By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.
- Following date range will be submitted for approval.
- December 5 - 18, 2021 : 24 Hours Total
- Total for December 5 - 18, 2021**
- Regular: 24
- Overtime: 0
- Paid Holiday: 0
- Time Off: 0
- Total Hours: 24
- Premium Hours: 0

The **Submit** button is highlighted in blue.

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.