

Enter Time Worked for Time Tracking: Non-Exempt Employees



INTRODUCTION

Workday Time Tracking provides non-exempt workers many options for entering time. The options available include calendar-based time entry, web clock, or mobile.

CALENDAR-BASED USER INTERFACE

ENTER TIME USING CHECK IN/OUT

All non-exempt employees can enter time worked based on check-in and check-out times.

From the Time application:

1. Click **Check In**.
2. Enter the Time Type.
3. If you have multiple jobs, you can choose the position you are entering time for.
4. Click **OK**, then **Done**.
5. After you have completed your work, navigate back to the Time application and click **Check Out**.
6. Select a reason for check out.
7. Click **OK**, then **Done**.

Check In

You are checking in. Please enter your work details.

Worker * Aristotle Vergara

Date * 04/21/2021

Time * 08:03 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type *

Details

Comment

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- Complete all calendar entries according to the time worked. Total Hours update and display above the calendar.
- Select any time block to make necessary corrections.
- In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
- Click Review, and then Submit

View Absence Balances

Today < > Apr 4 – 10, 2021 Week Actions

Sun 4/4 Hours: 0	Mon 4/5 Hours: 0	Tue 4/6 Hours: 0	Wed 4/7 Hours: 0	Thu 4/8 Hours: 0	Fri 4/9 Hours: 0	Sat 4/10 Hours: 0
	Time Period Lockout 03/21/2021 - 04/03/2021				Pay date 03/21/2021 - 04/03/2021	
7 AM						
8 AM						
9 AM						
10 AM						
11 AM						

VIEW DETAILS OF SUBMITTED TIME

From the time entry calendar:

- Select a time block to view detailed information about your time entry.
- Click the **View Details** button.
- Click the **Reported** tab to view reported work time.
- Click the **Calculated** tab to view calculated time.
- Click the **History** tab to view the process history of a particular time entry.

MODIFY PREVIOUSLY REPORTED TIME

From the Time application:

- Click **Select Week** under Enter Time.

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2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.
4. Click the time block. A window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

5 AM	Worked Time 5:00am - 9:00am 4 Hours ✓ Approved	Worked Time 5:00am - 9:00am 4 Hours ✓ Approved
6 AM		
7 AM		
8 AM		
9 AM		