### **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.

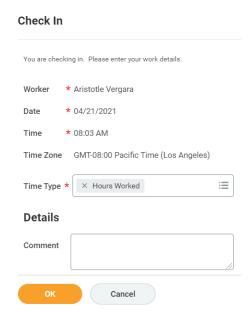
### CALENDAR-BASED USER INTERFACE

#### **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.
- 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**.





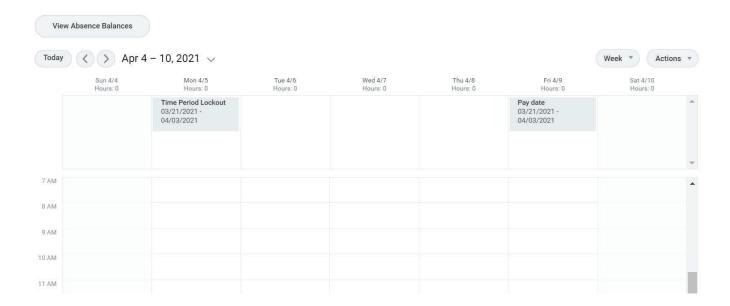


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- 8. Complete all calendar entries according to the time worked. Total Hours update and display above the calendar.
- 9. Select any time block to make necessary corrections.
- 10. In the time block window, click **OK** to save corrections or **Delete**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



#### **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.
- 4. Click the **Calculated** tab to view calculated time.
- 5. 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**.





