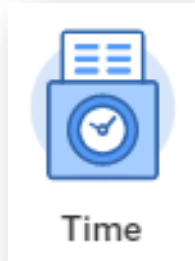
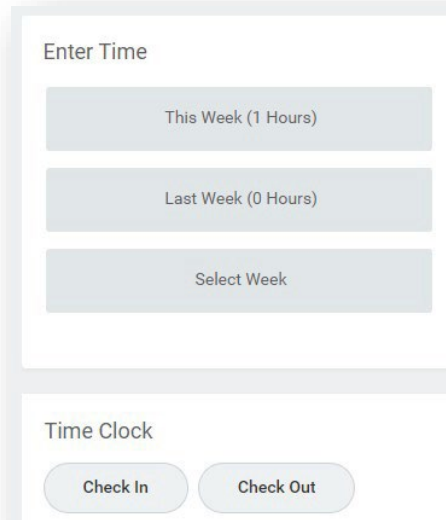


# Workday Time Entry

1. Select “Time” application on the home screen

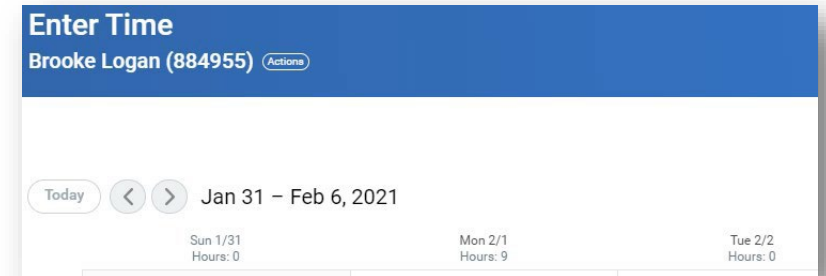


2. Enter Time for “This Week” or you can use the “Check In” and “Check Out” feature in the Time Clock box



The screenshot shows the 'Enter Time' interface. At the top, there are three buttons: 'This Week (1 Hours)', 'Last Week (0 Hours)', and 'Select Week'. Below these buttons is a 'Time Clock' section with two buttons: 'Check In' and 'Check Out'.

3. Select the day to record your time



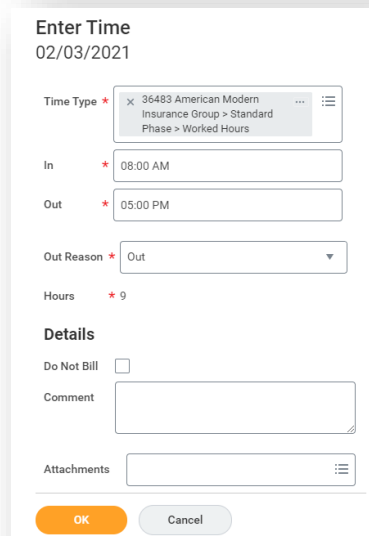
The screenshot shows the 'Enter Time' interface for Brooke Logan (884955). It features a calendar view for the period Jan 31 - Feb 6, 2021. The calendar shows three days: Sun 1/31 (Hours: 0), Mon 2/1 (Hours: 9), and Tue 2/2 (Hours: 0). There are navigation arrows and a 'Today' button.

4. After clicking in the “Time Type” field, select “Project Plan Tasks,” find and select the correct facility and the correct Pay after clicking on the “Standard Phase”

5. Enter your “In” and “Out” time and your “Out Reason”

- Out
- Break
- Meal

6. Click on “OK” to finishing entering your time for that day



The screenshot shows the 'Enter Time' form for 02/03/2021. It includes fields for 'Time Type' (selected as '36483 American Modern Insurance Group > Standard Phase > Worked Hours'), 'In' time (08:00 AM), 'Out' time (05:00 PM), and 'Out Reason' (Out). The 'Hours' field shows 9. There is a 'Details' section with a 'Do Not Bill' checkbox and a 'Comment' field. At the bottom, there are 'OK' and 'Cancel' buttons.

7. You can Submit your time or make additional “Time Entries”



The screenshot shows two buttons: a blue 'Submit' button and a blue 'Enter Time' button with a dropdown arrow.

\*Record all time as an AM to PM shift

