



Time Tracking: Enter Time Worked

This How-To Guide covers how to **enter and submit time worked**.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. Select **Time**.
6. Under **Enter Time**, select the date range you'd like to edit.
 - You may choose **This Week**, **Last Week**, or **Select Week**.
 - Select the **Today** button to return to the current month.
7. For each block of time you wish to enter:
 - Select the column for the day you are entering time. This will open a window for you to enter time for that day.
 - For **Time Type**, select the type of time for the block you are entering. The default is **Regular Hours**.
 - Enter **IN** and **OUT** times. For example, if you come in at 8:00am and leave at 12:00pm, that will be one block of time for this day.
 - Select an **Out Reason** (e.g., “meal” if the block of times ends at your lunch break or “out” if it’s the end of your day).
 - For example, someone who works 8:30AM-4:30PM with a 30 minute lunch could enter their time as two blocks: 8:30AM-12:00PM (**out reason-** meal) and 12:30PM-4:30PM (**out reason-** out).
 - *If you work multiple positions*, select the position you worked during that block.
 - Select **OK**. You will now see the entered time on the calendar.
8. When you are finished, select **Review** to see a summary of the time entered.
 - To return to the **Enter Time** view to make changes, select **Cancel**, then select the block of time you wish to edit.
9. When you are ready to submit all of your time for the pay period, select **Submit** to send the entered times to your supervisor for approval.



10. Until the times you entered have been approved, they will be labeled on the calendar as **Submitted**. Once they are approved, the label will change to **Approved**.

Quick Add

The **Quick Add Option** can be used when you have worked the same schedule each day. This option can only be used for one week at a time.

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 - Select the **Today** button to return to the current month.
7. Select **Actions** on the right, near the Summary panel.
8. Select **Quick Add**.
9. For **Time Type**, select the type of time for the days you are entering. The default is **Regular Hours**.
 - **Note:** this will add the same type of hours for each day that you select.
10. Select **Next**.
11. Enter **IN** and **OUT** times. Select **Add** if you need to have two blocks due to taking a lunch.
12. Select the **checkbox** for each day that you worked these hours.
13. Select **OK**. You will now see the entered time on the calendar for the days you selected.
 - You can still edit individual days if needed.
 - You can repeat this process, if applicable, for another week.
14. When you are finished, select **Review** to see a summary of the time entered.
 - To return to the **Enter Time** view to make changes, select **Cancel**, then select the block of time you wish to edit.



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15. When you are ready to submit all of your time for the pay period, select **Submit** to send the entered times to your supervisor for approval.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.