



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**.

Autofill from Prior Week

The **Autofill from Prior Week** copies time blocks from the previous week into the current week to help speed up time entry for employees with similar schedules.

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5. Select **Time**
6. Under Enter Time, select **This Week**.
7. Select Actions on the right, near the Summary panel.
8. Select **Autofill from Prior Week**.
9. Click on the **Select Prior Week** field and enter the week to copy its time blocks to the current week.
10. Be sure to check the box next to **Also Copy Details and Comments**. This ensures important information – such as Cost Center and other required details – is included with each time block.
11. Select OK to copy the time into the current week.
12. Review each copied time block to confirm hours and details before submitting.
13. 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.
14. 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.

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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 - You may choose **This Week**, **Last Week**, or **Select Week**.
 - 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.
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.