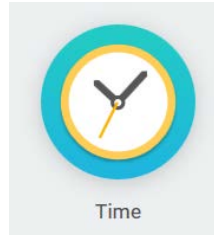


WORKDAY QUICK GUIDE

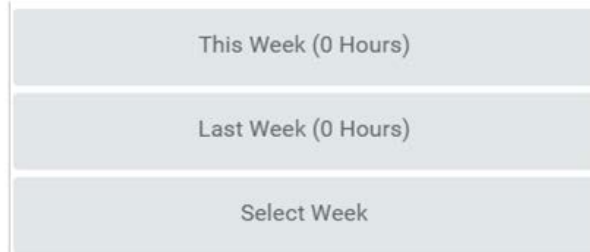
ENTER TIME

1. Select the **Time** Worklet.



2. Select **This Week**, **Last Week**, or **Select Week**.

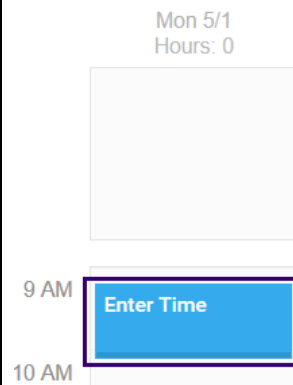
Enter Time



3. The weekly calendar opens. Use the forward or back arrow to enter time for a different week.



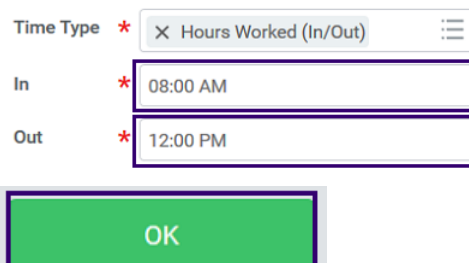
4. Select a time block to enter time.



5. The **Enter Time** window opens.
Enter the **In** and **Out** times for the first block of time you worked that day.
Make sure AM and PM are correct.

6. Select **OK**.

Enter Time 05/01/2017



7. Select another time block to enter time worked after returning from lunch/break.

8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM

Hours Worked (In...)
8:00am - 12:00pm
4 Hours
Not Submitted

Enter Time

8. Enter the **In** and **Out** times. Make sure AM and PM are correct.

9. Select **OK**.

Time Type * X Hours Worked (In/Out)

In * 01:00 PM

Out * 05:00 PM

OK

10. Repeat steps 4–9 for each day worked that week.

11. Select the forward or back arrow to enter time for another week.

Today < > May 1 - 7, 2017

12. Repeat steps 4–9 for each day worked that week.

13. Select **Submit**.

Submit

14. The verification window opens.
Review your hours, and select **Submit**.

Submit Time

I hereby certify that this time sheet is a true and correct statement of all hours worked and leave taken by me.

I acknowledge that adjustments to a timesheet for a previous pay period may result in an over- or under-payment. An overpayment occurs when my wages for a pay period are greater than the amount earned for a pay period. An adjustment to decrease my hours to correct an overpayment will result in a reduction to earnings on my next paycheck.

An underpayment occurs when I worked more hours than I reported for a previous period. An adjustment to increase my hours for a previous pay period will increase my earnings which will be reflected on my next regularly scheduled paycheck.

Following date range will be submitted for approval.

May 1 - May 15, 2017 - 52 Hours Total	Total for May 1 - May 15, 2017
Hours Worked	52
Overtime Hours (DOT)	0
Premium Hours	0
Total Hours	52

Submit