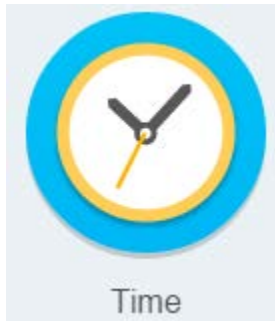



With the transition to Workday, TCC is changing the way its employees track their time. **Employees will no longer use paper timesheets.** Instead, employees will enter their time **each week in Workday** and submit it to their manager for approval. Managers will approve the week's hours by the following Monday at noon.

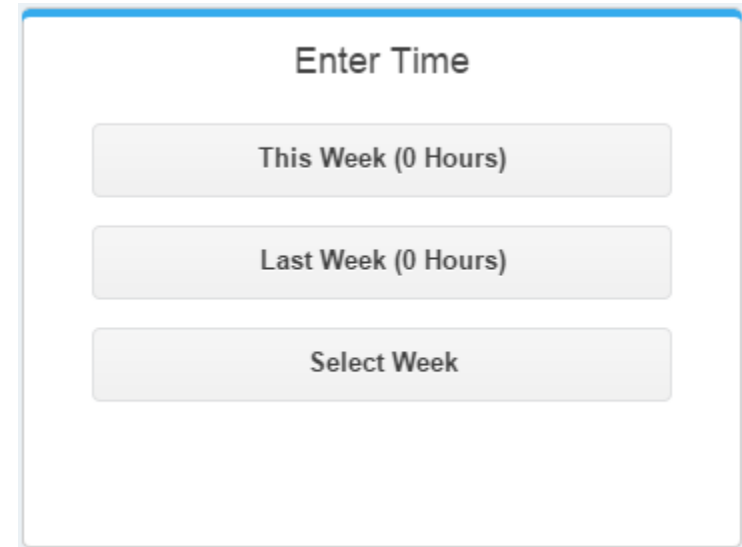
Workday's Time Worklet:



Enter Time by Week

From the Time worklet:

1. Select **This Week** to enter time for the current week, or **Last Week** to enter time for the previous week.
2. If you need to enter or modify your time for a week other than the current or previous, click **Select Week**. Click the **Calendar** icon  to choose a date for the week you want to enter time. Click **OK**.



Enter Time

This Week (0 Hours)




Last Week (0 Hours)

Select Week



3. While looking at the calendar, click the **Enter Time** button. Then select **Enter Time** from the menu that displays.



4. Each day is presented on a separate tab. Enter your time **In**, time **Out** and **Time Type** for each day. Use the plus  and minus  buttons to create and delete additional blocks of time to account for lunch breaks or multiple shifts worked in a single day.
5. Complete all required fields:
 - a. **Time Type** (use the prompt icon  to see the types of time you are eligible to use)
 - b. **In** (for the beginning of a block of time, such as "8 am")
 - c. **Out** (for the end of a block of time, such as "12 pm")
 - d. **Out Reason** will always be "Out."
6. Once you are done, click the **OK** button to go back to the calendar view to review what you've entered.

IMPORTANT:

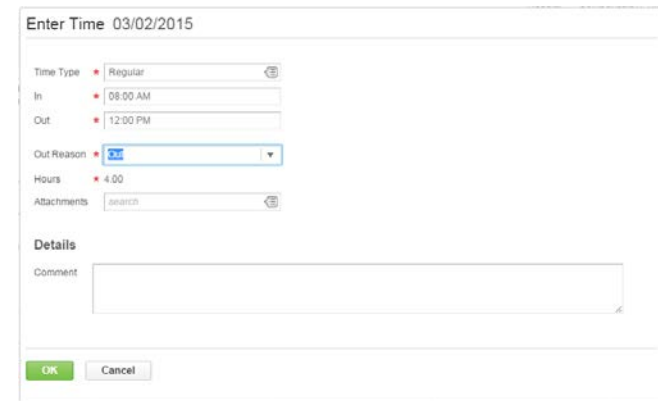
7. At the end of the week, you must click **Submit** to send your online timesheet to your manager for approval and then processing by TCC Payroll. This is the online equivalent of handing in your timesheet. If it's not handed in, by using **Submit**, then it cannot be processed.

Do not click **Submit** until you are done entering time for the entire week. Review that your hours are correct, then click the green **Submit** button.

Using the Calendar to enter time

If you prefer, there is a second way in Workday to enter your hours worked. It doesn't matter your preference—it just works a little differently.

1. Click inside the calendar on the day you want to enter time. The Enter Time window displays. Complete all required fields: time **In**, time **Out**, and **Time Type**.

A screenshot of the "Enter Time" window for the date 03/02/2015. The window contains several input fields: "Time Type" is set to "Regular"; "In" is set to "08:00 AM"; "Out" is set to "12:00 PM"; "Out Reason" is set to "Out"; "Hours" is set to "4:00"; and "Attachments" has a search field. Below these fields is a "Details" section with a "Comment" text area. At the bottom of the window are "OK" and "Cancel" buttons.

If necessary, be sure to remember your lunch hour—you may need to enter two blocks of time for a day.

For example, if you worked on Monday from 8 a.m. to 5 p.m. with an hour for lunch: you click on Monday and enter your morning hours—time **in** 8 a.m. and time **out** 12 p.m. Then, click the green **OK** button. Click the day again to enter your afternoon hours, 1 p.m. to 5 p.m.

2. Repeat **steps 3 and 4** for each day worked. Complete all calendar entries according to the time worked. Total hours update and display across the top of the calendar.
3. If necessary, click on a previously created time block to make any corrections.
4. Click **OK** to save corrections or **Delete** to remove a time block.

Modify Previously Reported Time

If you realize that made a mistake after your time has been approved, you can make changes to your timesheet, but the week must then be re-submitted for your manager's review and approval.

From the Time worklet:

1. Click **Select Week**.
2. Enter a date that is within the week you want to edit.
3. Click **OK**. Your reported time displays on the calendar. Approved time blocks are shaded dark green.
4. Click the time block you want to edit. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**.
6. After making changes, make sure to click the green **Submit** button to resend it your manager for approval.

