PAYROLL

Enter and Submit Your Time

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Enter Your Time by Week

1) Run the **Enter My Time** report.

2) Click the **Enter Time** button to bring up a menu of different time management options.

- These functions are only available to authorized employees.

3) Click **Enter Time by Week** (this is the easiest entry method for most employees).

- You can also enter time in the default calendar view or select another method like **Quick Add**. See **Time Tracking Time-Savers** for details.

4) A week of dates displays on this page. Use the **Previous/Next Week** buttons to toggle weeks as needed.

5) Scroll to the table directly beneath a desired date.

- The table contains four rows in which to enter time.
- Additional rows can be added using the **plus icon** in the upper-left corner of the table. Delete rows by clicking the **minus icons**.

6) Time Type defaults to **Hours**. Do not change this when reporting regular work hours.

- For employees who are waiting to hear if there is work for them, select the **Available for Work** time type instead.
- Reported hours should not exceed regularly scheduled totals for days using both **Time Types**.
- Read more about **travel pay** (regular staff only) and **sick time**, two other **Time Types** you can report using timesheets.

7) Within the **In** and **Out** fields, enter the times you started and stopped work, respectively.

- **Student workers:** Be sure to take at least 30 minutes break for any shift over 5 hours. THIS IS REQUIRED.

8) If you have more than one CCA job, select the correct **Position** for these specific hours (you can submit hours worked for different positions in the same timesheet).

- **Position** will not display as a field here if you only have one.

9) Repeat for all hours worked for the time period, then click **Next**.

10) Review the daily and weekly totals entered, then click **Save**.

- If you exit this screen without saving or if you click **Cancel**, your work will be lost.

11) You’ll return to the time entry calendar view, which will display any newly entered time blocks. Click **Submit**.

12) Review your time entry once more, then click **Submit** to send your timesheet for approval.

- Your time entry will still be saved in “draft” if you click **Cancel** here.
- If you have multiple timesheets awaiting submission, check the box for the correct time period before clicking **Submit**. You need to submit each one separately.

13) Click **Done** to exit the task.

Important Timesheet Tips

Reporting break times

Hours worked before and after required meal breaks must be entered as separate “blocks.” 15-minute rest periods (relevant for regular staff only) need not be reflected on timesheets.

Timesheet Due Dates

Timesheets are generally (with some exceptions) due one to two days after the end of the semi-monthly work period it covers. For exact dates, see the **payroll schedule**. If you are not able to submit your timesheet, you may be locked out of your timesheet. You can view the **Time Period Lockout** at the top of your timesheet.

Overtime

Workday will automatically recognize and calculate overtime appropriately. (Your overtime will not display in the *Overtime Requests* report.)