PAYROLL

Concept: Time Tracking

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Overview

Nonexempt (hourly) employees are required to submit their time using the timesheet in Workday in order to be paid. Hours should be entered daily and must be submitted by the timesheet due date, in order to be processed in time for payroll. Managers must approve submitted timesheets in order for them to be processed.

Reports and Worklets

- Run the **Enter My Time** report to submit time directly.
- Other resources related to timesheets can be found within the **Time** worklet.

Time Entry Basics

By default, the **Enter My Time** report displays a weekly calendar view when submitting time for yourself or for direct reports.

The timesheet pre-populates with a few important dates:

- **Pay Date** - When hourly workers will receive their paycheck for the previous time period.
- **Time Period End** - The last day within a semi-monthly timesheet period. Timesheets are generally due shortly following this date.
- **Time Period Lockout** - The first day of a "lockout period" during which time cannot be entered for the preceding time period. These typically last about a week.

You can toggle back and forth to view different weeks. To quickly return to the current week, click the **Today** button.

You can enter time worked in the calendar view by clicking anywhere on a day and entering details for the block of hours worked.

However, most employees should use one of the alternative time-saving methods.

Up Next

Read the **Enter and Submit Your Time** guide for recommended methods and tips.