



## Time Tracking: Enter Time Worked in Time Tracking

Workday Time Tracking provides workers many options for entering time. The options available depend on time entry configurations, business process security policies, and whether your organization uses calendar-based time entry or high-volume time entry.

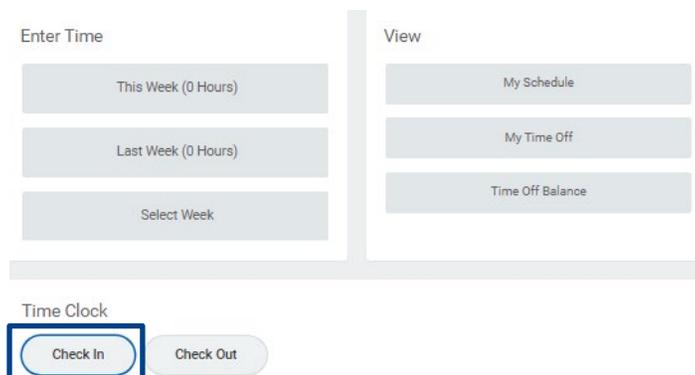
### CALENDAR-BASED USER INTERFACE

#### ENTER TIME USING CHECK IN/OUT

From the **Time** application:



1. Click **Check In** (see image to the right).



2. Enter the Time Type (usually *Regular* will populate) and a Comment in the Details section (a comment is not required)

#### Check In

#### Details

3. If you have multiple jobs, a Position section will show up and you can choose the position you are entering time for.



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## Check In

You are checking in. Please enter your work details.

Worker \* John ..

Date \* 08/19/2021

Time \* 09:31 AM

Time Zone GMT-06:00 Central Time (Chicago)

Time Type \*

Position

## Details

Comment

4. Click **OK**, then **Done**.
5. After you have completed your work or if you are leaving for lunch, navigate back to the **Time** application and click **Check Out**.
6. Click **OK**, then **Done**.

## ENTER TIME BY WEEK AND SUBMIT TIME

You can also enter time worked based on hours per day.

From the **Time** application:

1. Click **Select Week** under Enter Time.

Enter Time

2. Select a date corresponding with the week.
3. Click **OK**.
4. Click the day on the time entry calendar for which you want to enter time.

**Enter Time** John

Today   Sep 12 - 18, 2021

Sun, 9/12 Hours: 0 Mon, 9/13 Hours: 0

7 AM

8 AM

9 AM

**To navigate to different dates**

**Double-click to enter time**



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- The Enter Time window displays. Complete all required fields.
- Click **OK**.
- Complete all calendar entries according to the time worked. Total Hours update and display on the right side of the calendar.

- Select any time block to make necessary corrections.
- In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
- Select a reason for the change.
- Click **Submit** twice, then **Done**.
- When all the time is fixed and ready to be submitted to the manager, click on **Review** button.
- When the Submit Time box comes up, verify all the information and click **Submit**.
- Your time has now been submitted to your manager for review.

By clicking submit, you are indicating that all hours being reported are accurate and complete, and conforms to Collin College's time reporting policy and you are authorizing payroll to use these hours to calculate for payment. Click [here](#) to see policy.

Following date range will be submitted for approval.

September 12 – 18, 2021 : 40 Hours Total

#### Total for September 12 – 18, 2021

Worked Hours	40
Overtime/Comp Time	0
Time Off/Holiday	0
<b>Total</b>	<b>40</b>

enter your comment

**Submit** Cancel



## Time Tracking: Enter Time Worked in Time Tracking

### CONVERT OVERTIME TO COMP TIME

Eligible employees will be able to convert overtime to comp time during the week when overtime was earned.

1. Go to **Enter Time** page (employee's timesheet)
2. Click on any time block that is empty.
3. Click on X to remove the current Time Type and use the 3 bars to find the Time Type called **Convert Overtime to Comp Time**
4. Type in the **week number** of this month (Week 1, 2, 3,4 or sometimes 5)
5. Put in a Comment
6. Click **Ok**
7. A worker is ready to Review and Submit their time for their manager's approval.
8. When a worker is ready to submit their timesheet for the week, select **Review** off the Enter Time page and then click **Submit**.

Enter Time 09/16/2021

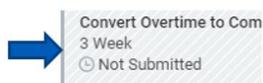
Time Type \* × Convert Overtime to Comp Time

Week \* 3

Details

Comment \* Employee would like to convert OT to Comp Time

OK Cancel



### VIEW DETAILS OF SUBMITTED TIME

From the time entry calendar:

1. Select a time block to view detailed information about your time entry.
2. Click the **View Details** button.

**Details**

Cost Center

Location

Job Profile

Waived Meal/Break

Division

Comment

Attachments

**View Details**

OK Delete Cancel

- a. Click the **Reported** tab to view reported work time.
  - b. Click the **Calculated** tab to view calculated time.
3. Click the **History** tab to view the process history of a particular time entry.

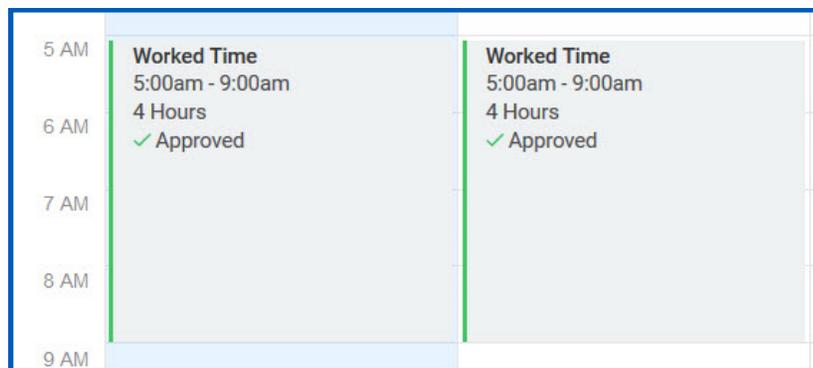


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### MODIFY PREVIOUSLY REPORTED TIME

From the Time application:

1. Click **Select Week** under Enter Time from the **Time** application.
2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.



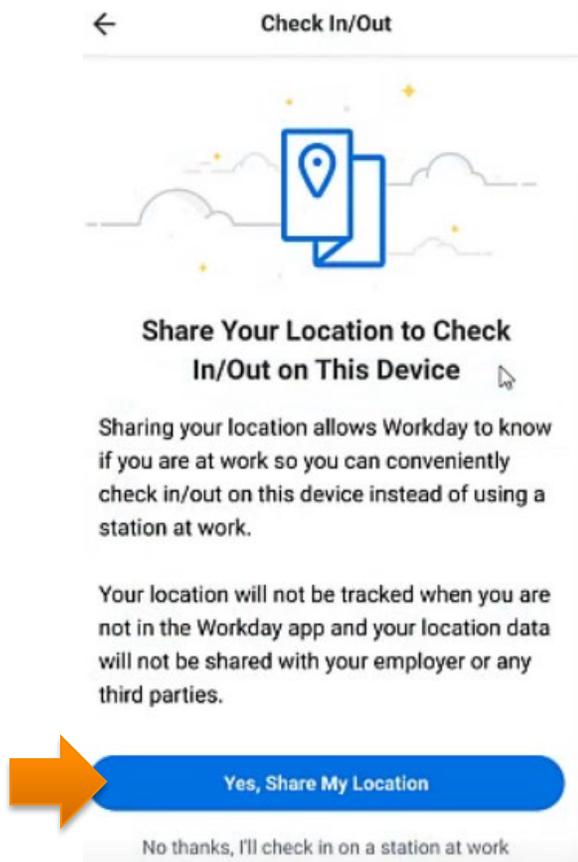
4. Click the time block. A window displays.
5. Edit the details of the time block and click **OK** or **Delete**.
6. Add a Comment for the change.



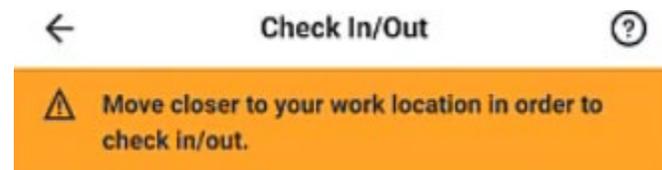
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#### GEOFENCES FOR MOBILE TIME ENTRY

Workers who check in on the Workday mobile app will have the option to enable location services. If they choose not to enable location services, they will not be able to check in/out using the app.



If a worker checks in/out using the app and is outside the radius for a location, they'll see an error message and their check in/out will be blocked. Workday doesn't keep any record of a worker's attempt to check in/out from outside of the geofence.



Workday will not at any point store your workers' locations and will not send the locations to Workday servers.

After the locations are checked for geofencing, they are deleted to protect user data privacy.



## Time Tracking: Enter Time Worked in Time Tracking CHECK IN/OUT (NON-EXEMPT/PART-TIME EMPLOYEES) - IPHONE

From the Time Tracking app 

1. Tap **Check In/Out**. 
2. Tap **Yes, Share My Location** button (this will only come up when you initially start using the Time Tracking app)



**Note:** This feature prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence.

3. Tap **Allow**.
4. Tap **Check In** when you start working.
5. Confirm the **Time Type** from the prompt. Use the 3 bars to choose another Time Type that you are clocking in, if applicable.

6. Tap **Next**.
7. Confirm the Check In/Out time and tap **Done**.
8. To take a lunch, tap **Check Out**. 
9. When you are ready to start work again, tap **Check In** and repeat steps 5 and 6. Use the Check In/Out feature as required throughout the day.
10. Tap **Check Out** when you stop working.
11. Tap **Done**.

## SUBMIT TIME (NON-EXEMPT/PART-TIME EMPLOYEES) - IPHONE

From the **Time Tracking** app 

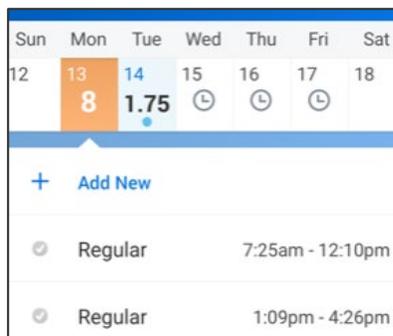
1. Tap on **Enter Time**

2. Current weeks' time will show up with rounded daily hours.
  - a. To view actual clocked In/Out time, you will need to tap on the



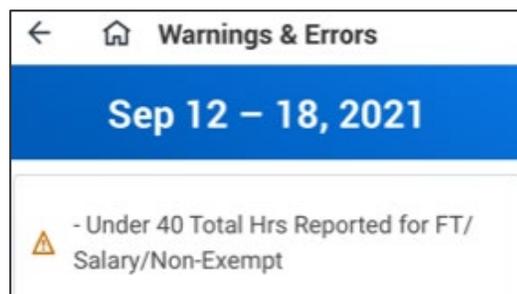
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day for more details.

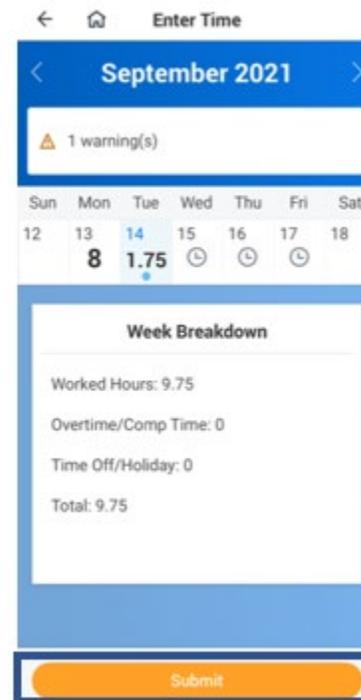


b.

3. A warning will populate if the hours are Under 40 for the week but this will still allow an employee to submit their hours.



4. When you are ready to submit your time, tap on **Submit**



5. You will review your hours one last time before Submitting your time to your supervisor.
6. You can tap **Cancel** on the top or tap **Submit** on the bottom.



### Time Tracking: Enter Time Worked in Time Tracking

Cancel

**Submit Time**

*By clicking submit, you are indicating that all hours being reported are accurate and complete, and* [View More...](#)

Following date range will be submitted for approval.

September 12 – 18, 2021 : 9.75 Hours Total

**Total for September 12 – 18, 2021**

Worked Hours  
9.75

Overtime/Comp Time  
0

Time Off/Holiday  
0

Submit

**Warning**  
In Progress

One or more Warnings found with Time Entry. (Time Entry: **Employee Name** - 9.75 Hours from 09/12/2021 to 09/18/2021)

**Up Next**

**Manager's Name**  
Approval by Manager

- 7. Once you **Submit** your time, if you have a Warning, it will show up again.
- 8. Your time has been submitted.

- 9. Your manager will have an Action item in their Inbox to **Approve** time or Send Back.

Approve    Send Back    Close