

# CMC Student Employee: How to Enter Time by Week

Login to **Workday** using your CMC Workday credentials

1. Navigate to the **Time** application.



Time

2. Select the Week: Select the work week as needed under the **Enter Time** menu.

Enter Time

This Week (0 Total)

Last Week (0 Total)

Select Week

3. Go to **Actions** and select **Enter Time by Week** from the dropdown menu.

A      B

Today
Aug 27 – Sep 2, 2022
Week
Actions
Summary

	Sat, 8/27 Total: 0	Sun, 8/28 Total: 0	Mon, 8/29 Total: 0	Tue, 8/30 Total: 0	Wed, 8/31 Total: 0	Thu, 9/1 Total: 0
7 AM						
8 AM						
9 AM						

Aug 27 – Sep 2, 2022

Enter Time by Week	
Request Absence	
Review Time by Week	
View Absence Balances	
Total	0
Regular	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0
Call Back Minimum	0

4. **Enter Time:** In the new dialogue box, review the Time Type default is correct or update as needed. Enter the hour for **In, Out** and indicate a **Reason** (Meal or Out). Verify the quantity reflects correctly. Repeat for all applicable worked days. Ensure you add the correct **position** for the hours worked.

**Note: Unassigned Student hours will be deleted. Please select a position for hours entered.**

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Position
<input type="text" value="Select Position Below"/>		08:00 AM	11:00 AM	Out	3	Hours	Unassigned Student
<input type="text" value="Select Position Below"/>				Out	0	Hours	

For additional entries for a particular day, click on the **+**, if necessary, to add additional lines.

Example

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Position
<input type="text" value="Select Position Below"/>				Out	0	Hours	Unassigned Student
<input type="text" value="Select Position Below"/>		08:00 AM	11:00 AM	Out	3	Hours	Admission Office Student Intern (+)
<input type="text" value="Select Position Below"/>		02:00 PM	04:00 PM	Out	2	Hours	Success Coach (+)

5. Once all hours are entered, select **Next** to confirm time entered.

6. **Confirm Entered Time:** The **Enter Time – Confirmation** dialogue box will open. Here you may review your Daily and Week Totals and **Save**, go **Back**, or **Cancel**, as needed.

Aug 27 – Sep 2, 2022

**IMPORTANT:** You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Saturday	7	Total	11
Sunday	4	Regular	11
Monday	0	Work Study	0
Tuesday	0	Overtime	0
Wednesday	0	Double Time	0
Thursday	0	Missed Meal Penalty	0
Friday	0	Paid Time Off	0
Total total	11		

*Note:*

- If the hours entered are not correct, please select **Back** in order to edit the entries.
- If hours are correct, select **Save**
- Entries will not be saved, unless you select **Save**
- Entries can be saved and not submitted for approval until deadline to submit timecards.



7. **Review Entered Time for Approval:** Once the task is completed, you will see your entered time on the calendar. When ready to submit for approval, select **Review**, and follow the prompts.

8. **Submit for Approval:** You will see a summary of the hours being submitted for the selected week. Once you select **Submit**, the entry will be sent to your supervisor for approval.

I agree that all entries are true and accurate representation of hours worked.

Following date range will be submitted for approval.

August 27 – September 9, 2022 : 11 total

**Total for August 27 – September 9, 2022**

Total	11
Regular	11
Work Study	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

enter your comment

Submit

Cancel

*Note: If you have any questions, please contact Payroll at [Payroll@cmc.edu](mailto:Payroll@cmc.edu) or call (909) 607-3356*