

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.

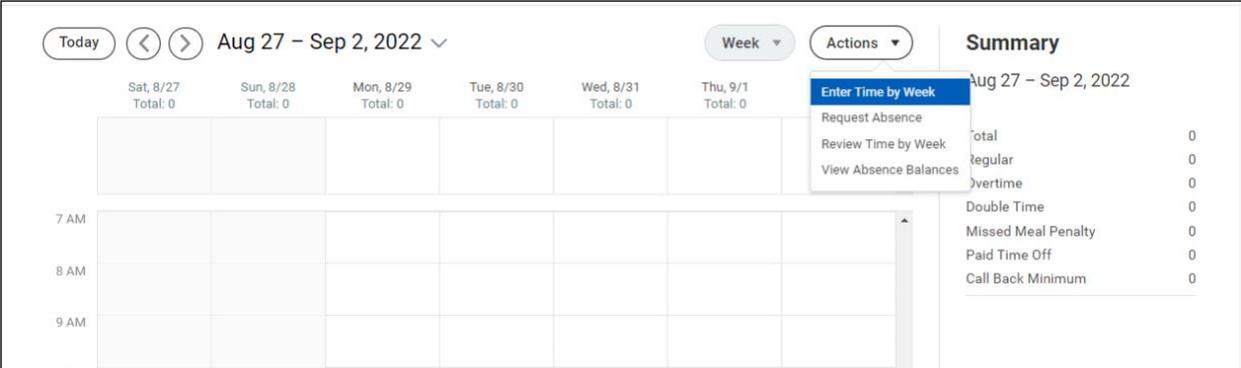
Enter Time

This Week (0 Total)

Last Week (0 Total)

Select Week

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



The screenshot shows the Workday interface for the week of August 27 to September 2, 2022. The 'Actions' dropdown menu is open, and 'Enter Time by Week' is highlighted. The summary table on the right shows zero hours for all categories.

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

Category	Hours
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.

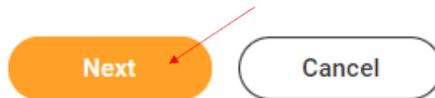
Sun, 8/28

	*Time Type	Time Off Reason	In	Out
-	× Worked Hours			
-	× Worked Hours			

Mon, 8/29

	*Time Type	Time Off Reason	In	Out
-	× Worked Hours		08:00 AM	12:00 PM
-	× Worked Hours		01:00 PM	05:00 PM

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.

Daily Totals		Week Totals	
Saturday	0	Total	24
Sunday	0	Regular	24
Monday	8	Overtime	0
Tuesday	8	Double Time	0
Wednesday	8	Missed Meal Penalty	0
Thursday	0	Paid Time Off	0
Friday	0	Call Back Minimum	0
Total Total	24		

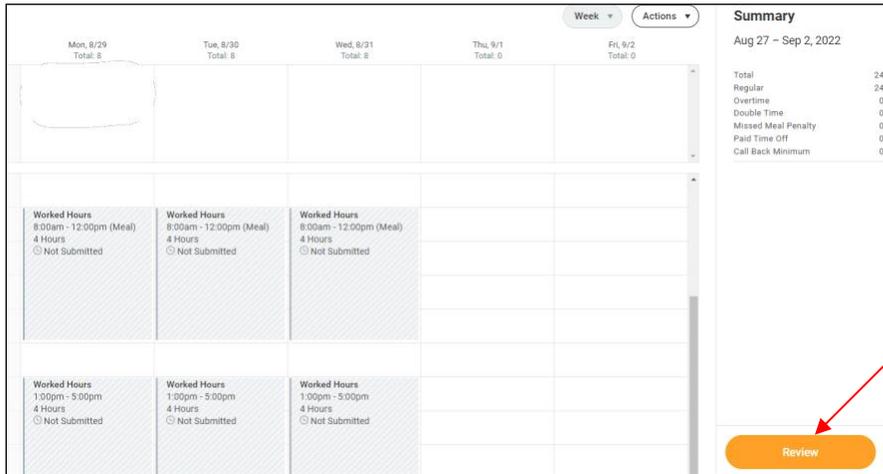
Note:

- 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**

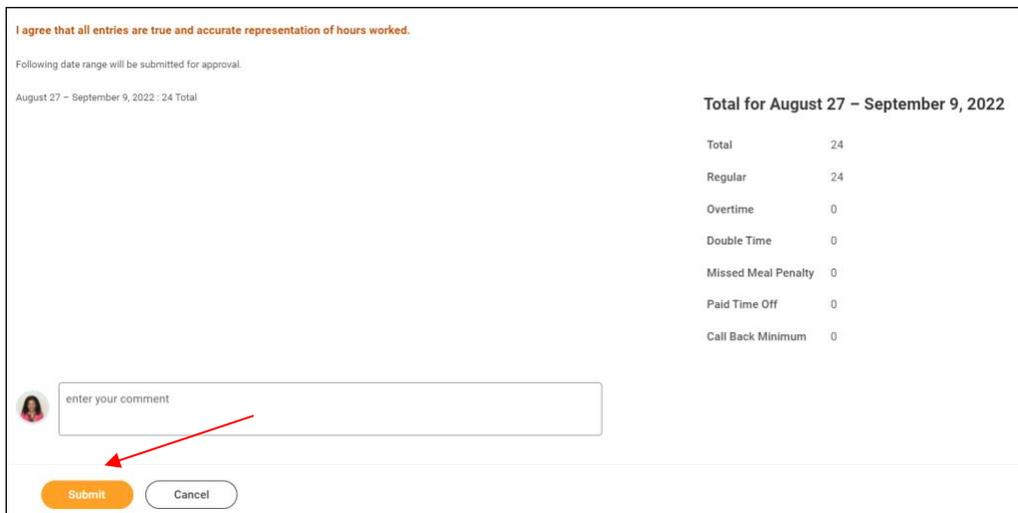
- *Entries can be saved and not submitted for approval until deadline to submit timecards.*



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. Check all time entered is correct and select **Submit**, to submit your hours for approval.



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