

Employee: How to Enter Time by Week-Calendar Based User Interface

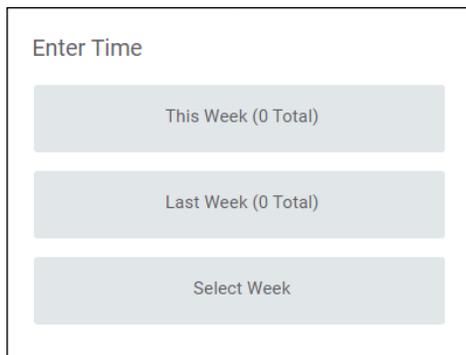
Login to Workday using your CMC Workday credentials

1. Navigate to the Time application.

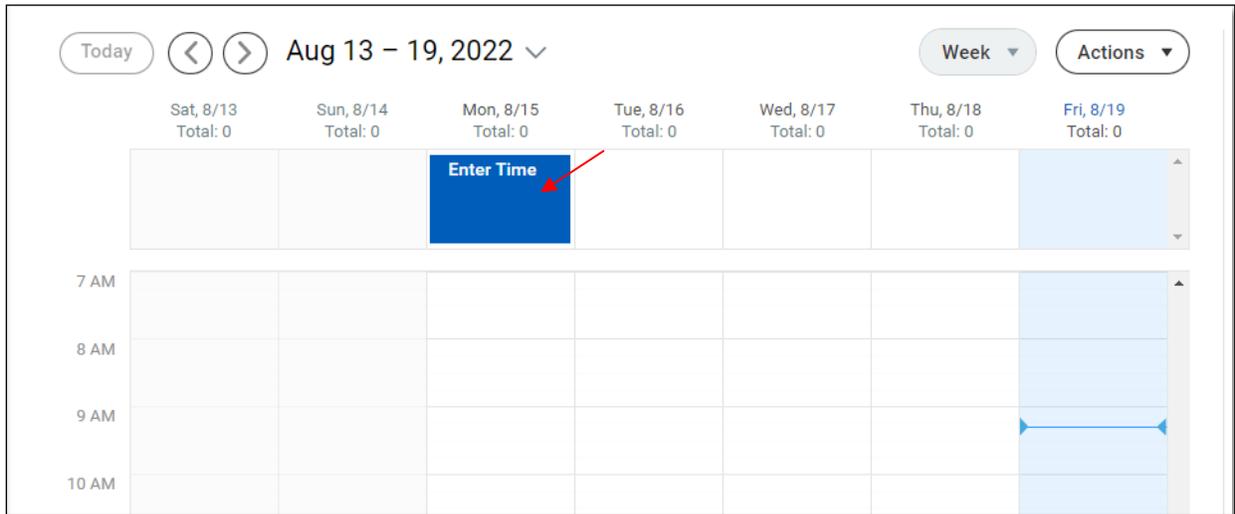


Time

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

A screenshot of a web application interface. At the top left of the screenshot, the text "Enter Time" is displayed. Below this text are three light gray rectangular buttons stacked vertically. The top button contains the text "This Week (0 Total)". The middle button contains the text "Last Week (0 Total)". The bottom button contains the text "Select Week".

3. Select the day you wish to enter time for. Notice the Enter Time banner appears and opens a new dialog box to Enter Time.



4. Enter Time: In the dialogue box, enter **In**, **Out**, **Out Reason** (Meal or Out), and if applicable, the Details section. Select **OK** to save your entry.
 (Note: For Out Reason- Meal is out for lunch and/or break. Out is done for the day.)

- Your entry will now be visible on the calendar. A summary of hours will also be available to the right, under the **Summary** section.

Day	Total
Sat, 8/13	0
Sun, 8/14	0
Mon, 8/15	4
Tue, 8/16	0
Wed, 8/17	0
Thu, 8/18	0
Fri, 8/19	0

Summary	
Aug 13 - 19, 2022	
Total	4
Regular	4
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0
Call Back Minimum	0

- Repeat this process to enter time for all hours/days as needed for the selected week.
- Review Entered Time for Approval:** When ready to submit for approval, select **Review**, and follow the prompts.

Day	Total
Mon, 8/15	4
Tue, 8/16	0
Wed, 8/17	7
Thu, 8/18	8
Fri, 8/19	0

Summary	
Aug 13 - 19, 2022	
Total	19
Regular	19
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0
Call Back Minimum	0

8. **Submit for Approval:** You will see a summary of the hours being submitted for the selected week. Once you select **Submit**, the weekly 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 13 - 26, 2022 : 39 Total

Total for August 13 - 26, 2022	
Total	39
Regular	35
Overtime	2
Double Time	0
Missed Meal Penalty	2
Paid Time Off	0
Call Back Minimum	0

 enter your comment

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