

Enter Time

Workday User Guide for Student Workers



Overview

Log into Workday each time you begin and end a shift to check in and out. If you forget to log a shift, consult with your supervisor.

There are multiple ways to enter time in Workday. Use the table of contents below and the related directions to find the method you prefer.

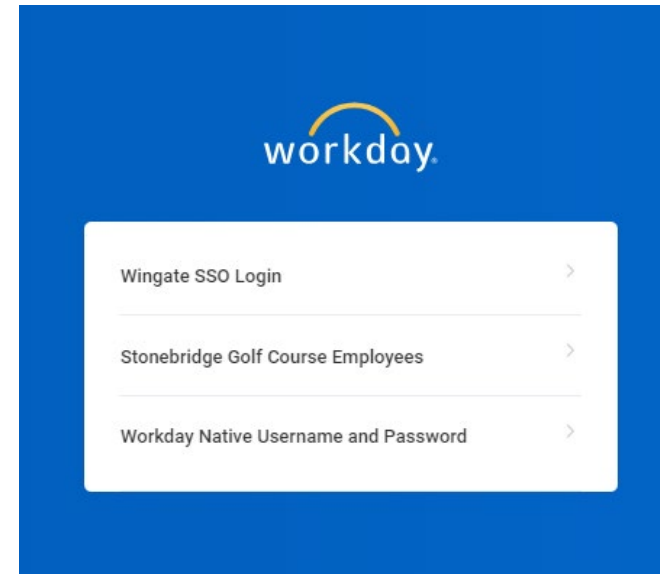
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Log into Workday

To login using the [Workday website](#) or [Workday mobile app](#):

1. Select Wingate SSO (single sign-on) Login. You will be prompted to use your Wingate credentials (your email username and password) to log in.



NOTE: You will be required to use multi-facet authentication (DUO) to login, like you do for your email.



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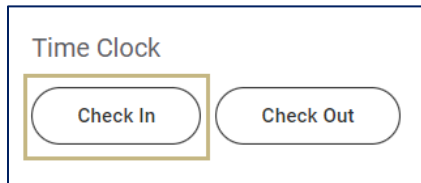
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Enter Time Using Check In and Check Out

Check In:

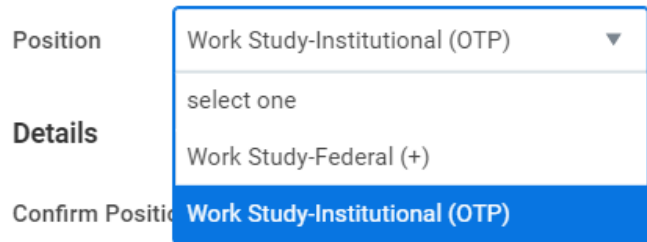
From the Workday home page, click **Menu** (top left) and select the **Time** application.

1. Click the **Check In** button.



The **Date** and **Time** automatically populate.

2. In the **Position** field, ensure the correct position is selected. If you have 1 position, then it defaults in this field. If you have more than 1 position, then you select the applicable position.

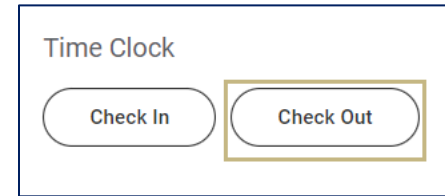


3. In the **Confirm Position** field, click the menu and select **I confirm that I've selected the correct position**.
4. The **Comment** field is optional.
5. Click **OK**, then click **Done**.



Check Out:

1. From the Workday home page, click **Menu** (top left) and select the **Time** application.
2. Click the **Check Out** button.



3. The **Date**, **Time**, and **Reason** automatically populate.
4. The **Comment** field is optional.
5. Click **OK**, then click **Done**.
6. When you are done entering time for the week, you must submit your time for your manager/supervisor to approve.
7. Click the blue **Review** button on the bottom right of the page.
8. Review the date ranges and total hours of your time.
9. Click **Submit**.

Next: Your time routes to your manager/supervisor for approval.

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Edit Submitted Time

1. From the Workday home page, click **Menu** (top left) and select the **Time** application.
2. Select **This Week** or **Last Week**.
3. Click the applicable day/time entry.
4. You can now modify the time entry as needed (e.g., change the times or delete).
5. Once modified, click **OK**.
6. Repeat steps 3-5 as many times as needed for the applicable time entries.
7. Approved time will be highlighted in green and modified time entries are grey and must be submitted for approval.
8. When you are done editing time, click the blue **Review** button on the bottom right of the page.
9. Review the date ranges and total hours of your time.
10. Click **Submit**.

Next: Your time routes to your manager/supervisor for approval.



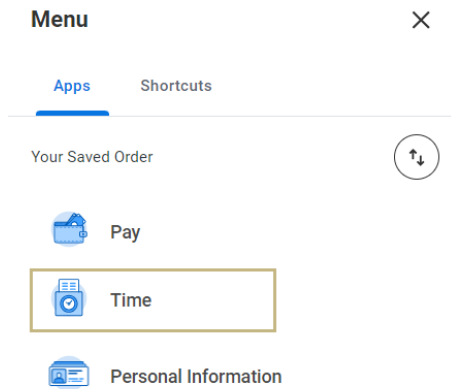
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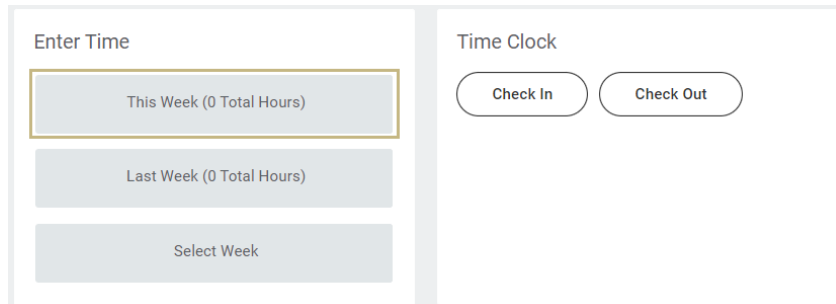
This manual time entry process should only be used as a last resort; please first consult with your manager about any missed time first.

Enter Time by Week (Calendar View)

1. From the Workday home page, click **Menu** (top left) and select the **Time** application.



2. Select **This Week**.



3. Continue to the next page of this guide for the next step.



4. The Enter Time by Type window will open as a pop-up.

The screenshot shows the 'Enter Time by Type' pop-up window. It has the following fields and controls:

- Time Type ***: A dropdown menu with 'Worked Time' selected.
- In ***: An empty text input field.
- Out ***: An empty text input field.
- Out Reason**: A dropdown menu with 'Out' selected.
- Hours ***: A text input field containing '0'.
- Position**: A dropdown menu with 'Work Study-Institutional (OTP)' selected.
- Details** section:
 - Confirm Position**: A dropdown menu.
 - Comment**: A large text area.
- At the bottom, there are two buttons: 'Cancel' and 'OK'.

5. Select the appropriate **Time Type**.
6. Enter the **In** time and **Out** time for the day.

Note: You can type a single digit and it will automatically format. For example, if you type “9” then the In time will show as 9:00.

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7. The **Out Reason** is automatically set to “Out” and does not need to be edited.
8. The **Hours** automatically calculate based on the In and Out times.
9. In the **Position** field, ensure the correct position is selected. If you have 1 position, then it defaults in this field. If you have more than 1 position, then you select the applicable position.

A screenshot of a dropdown menu for the 'Position' field. The menu is open, showing 'Work Study-Institutional (OTP)' as the selected option. Below it, there is a 'select one' prompt and another option 'Work Study-Federal (+)'. At the bottom of the menu, there is a blue bar with the text 'Confirm Position Work Study-Institutional (OTP)'.

10. In the **Confirm Position** field, click the menu and select **I confirm that I've selected the correct position.**

A screenshot of a 'Confirm Position' dialog box. The dialog has a title bar with a back arrow and the text 'Confirm Position'. Below the title bar, there is a radio button selected next to the text 'I confirm that I've selected the correct position.'. At the bottom of the dialog, there is a search bar with the text 'Search' and a menu icon.

11. The **Comment** field is optional.
12. Click **OK**.
13. Your time will now display in calendar format.



14. When you are done entering time for the week, you must submit your time for your manager/supervisor to approve.
15. Click the blue **Review** button on the bottom right of the page.
16. Review the date ranges and total hours of your time.
17. Click **Submit**.
Next: Your time routes to your manager/supervisor for approval.