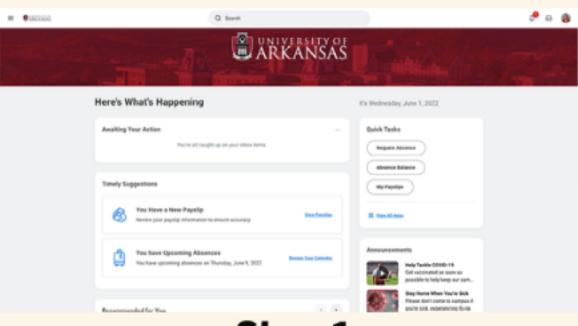
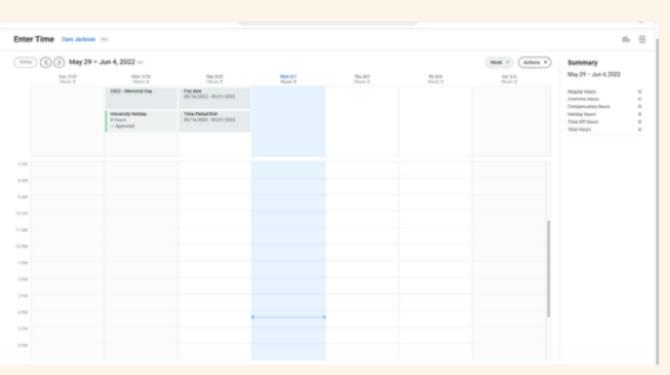
## How to Log Hours in Workday (Desktop)



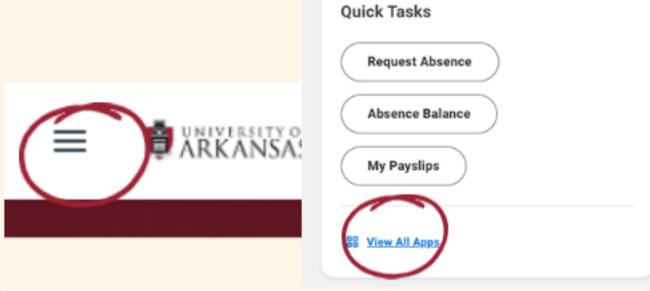
Step 1:

Log in to Workday. Your home screen should look similar to this one.



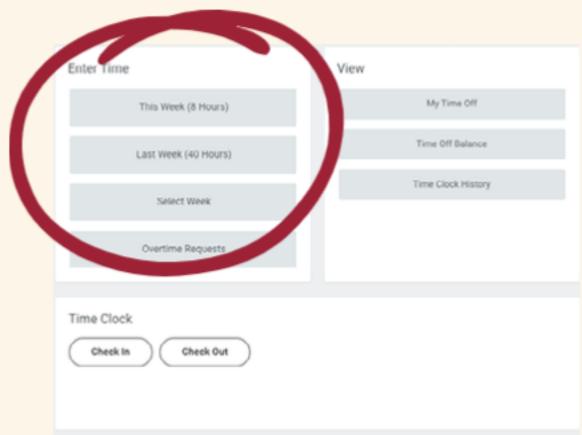
Step 5:

You will be directed to this calendar page. From here, you can click on the days you would like to log hours for.



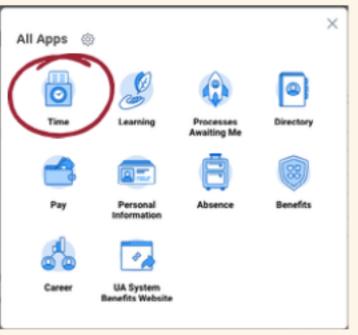
Step 2:

Click on the hamburger menu in the top left corner OR "View all Apps" in the Quick Tasks bar on the right.



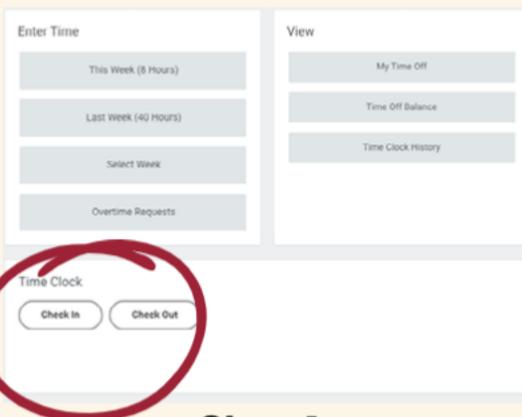
**Alternate Step 4:** 

In order to log hours from previous workdays, use the buttons in the column under "Enter Time."



Step 3:

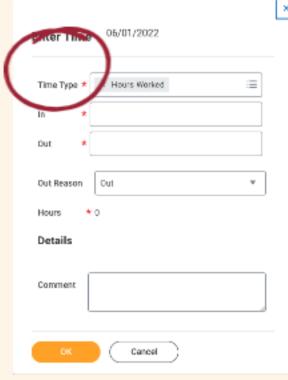
Click on the "Time" application



Step 4:

Click "check in" when you begin work and "check out" when you finish. If no mistakes are made, this can be the final step.

How to Log Hours in Workday (Desktop)



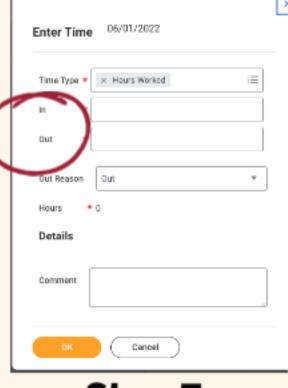
Step 6:

Once you click on the day, this window will pop up. In the "Time type" section you should select "Hours Worked."

EMPLOYEE AND MANAGER (or Timekeeper): We attest that the employee worked on behalf of the University 1 applicable) has been fully and accurately reported. We understand that falsification of this record – by claimin tense – is grounds for disciplinary action up to and including termination of employment.		
Following date range will be aubmitted for approval.		
May 29 – June 4, 2022 : 24 Hours Total	Total for May 29	– June 4, 2022
	Regular Hours	24
	Overtime Hours	U
	Compensatory Hours	0
	Holiday Hours	8
	Time Off Hours	0
	Total Hours	32
Submit Cancel		

**Step 11:** 

You will be directed to a window that looks like this one. Review your hours once more. Once you click "Submit" your logged time will be sent to your supervisor for approval. Now you've finished!:)



Step 7:

In the "In" section you should input the time you arrived for work. In the "out" section you should input the time you left work.

Enter	Time Dani J	ackson							00a	FOF
Today	<b>(</b> () <b>(</b> () Ma	ıy 29 – Jun 4, 202	2 ~			We	eek v (Actions v)	Summary		
	Sun, 5/29 Hours: 0	Mon, 5/80 Hours: 8	Tue, 5/31 Hours: 8	Wed, 6/1 Hours: 8	Thu, 6/2 Houra: 8	Prt, 6/3 Hours: 0	Sat, 6/4 Hours: 0	May 29 – Jun 4, 2022		
		2022 - Memorial Day	Pay date 05/16/2022 - 05/31/2022					Regular Hours Overtime Hours Compensatory Hours		24 0 0
		University Holiday B Hours ✓ Approved	Time Period End 05/16/2022 - 05/31/2022					Holiday Hours Time Off Hours Total Hours		8 0 32
8 AM			Hours Worked 8.00am -12.00pm	Hours Worked 8:00am - 12:00pm	Hours Worked 6:00am - 4:00pm					
9 AM			(Meal) 4 Hours © Not Submitted	(Meal) 4 Hours © Not Submitted	S Hours S Not Submitted					
10 AM										
11.AM										
12 PM								Review		
1 PM			Transcond (1)	C+	on 10	•	1			

orch To:

Once you click okay, review your calendar. If everything looks correct, click the orange "Review" button.

Enter Time 05/01/2022	
Time Type * × Hours Worked	
in *	
Out	
Out Reason Cut	
Hours + 0	
Details	
Comment	
Cancel Cancel	

Step 8:

In the "Out Reason" section you will have two options: "meal" and "out." If you are taking a lunch break during work hours, you will need to select "meal" and clock out when you leave for lunch. When you return, you can clock back in. If you are leaving for the day, select "out."

Enter Time 06/01/2022	
Time Type * × Hours Warked	=
In *	
Out *	
Out Reason Cut	*
Hours * 0	
Details	
Comment	
	-4
DX Cancel	
Cton O.	

Step 9:

Press "OK"