# Enter Time for a Worker

The following describes the process of entering time for a worker in Workday. This process is for Managers and Timekeepers.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

**Note**: Timekeepers who are not also the Manager should use the methods specified in the Shortcuts section.

1) From your Workday homepage, click on the **My Team** Worklet from Your Top Apps section or click on View All Apps to locate the icon.
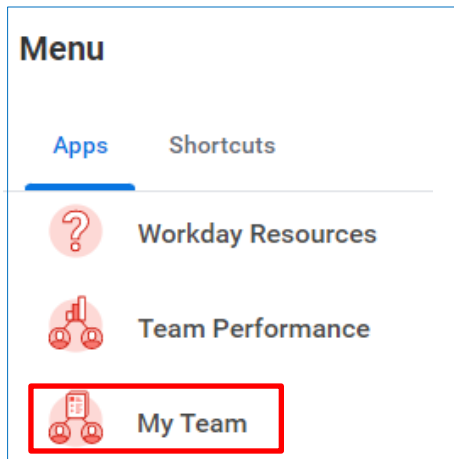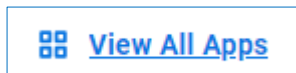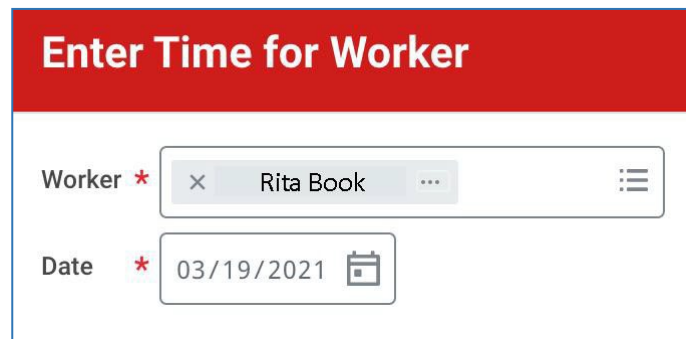
2) Scroll down until you see a list of your employees.

3) Click on the related actions icon to the right of the employee's name and a menu will appear. The related action button is a rectangle with 3 dots inside. Hover over the **Time and Leave** menu option (don't click) and another menu will appear. Click on **Enter Time**.
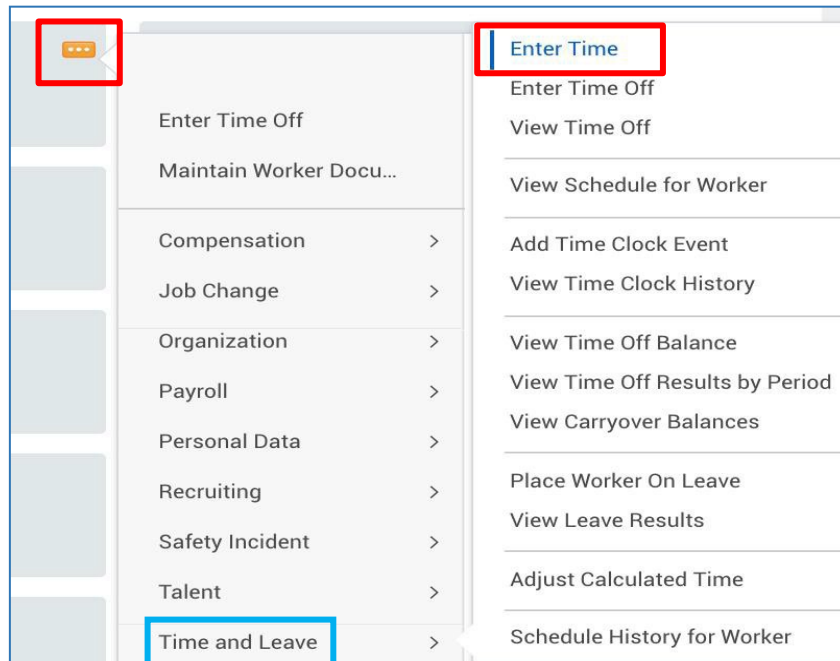
4) Select the date for the week you wish to enter time. Click **OK**.

5) Enter the employee's time on the weekly time entry calendar. For detailed instructions you can view the following quick guides:

Time Entry for Temporary Employees (PDF)
Time Entry for Student Workers (PDF)
Time Entry for Civil Service Employees (Not Using ZKTeco) (PDF)

6) Click the blue **Review** button.

<div align="center">

Review

</div>

7) Click the **Submit** on the pop up window that appears.

Submit Time

This electronic timesheet is the official University process for recording hours worked and issuing compensation for the pay period. The individual reporting the hours worked and the individual approving the hours reported attest that the hours reported for the period are true and accurate. Further, they understand that the falsification of this electronic record constitutes a violation of University policy and a crime punishable by law.

Following date range will be submitted for approval.

March 27 – April 9, 2021 : 7 Hours Total

Total for March 27 – April 9, 2021

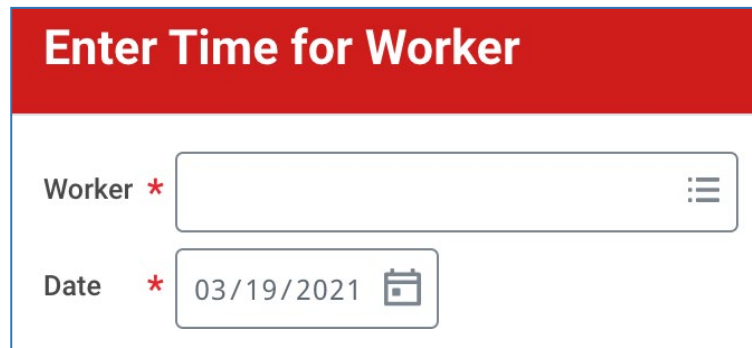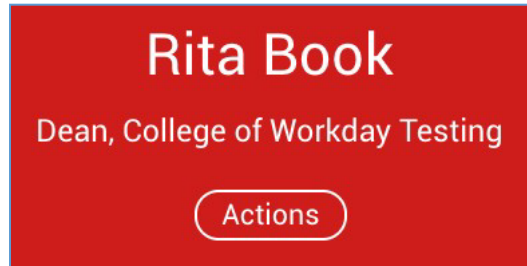| Regular Time	0
Overtime	0
Total	0

enter your comment

Submit   Cancel

Shortcuts

1) Go directly to the worker's profile and click the **Actions** button under the worker's name. Hover over the **Time and Leave** menu option (don't click) and another menu will appear. Click on **Enter Time**. Start at step 4 above.

2) Type **Enter Time for Worker** in the Workday search bar and select the report that appears.
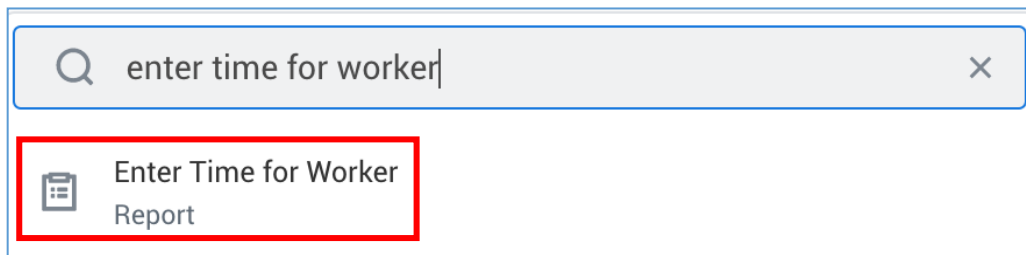
Search for the worker in the **Worker** prompt.

Start at step 4 above.