Enter Time for a Worker

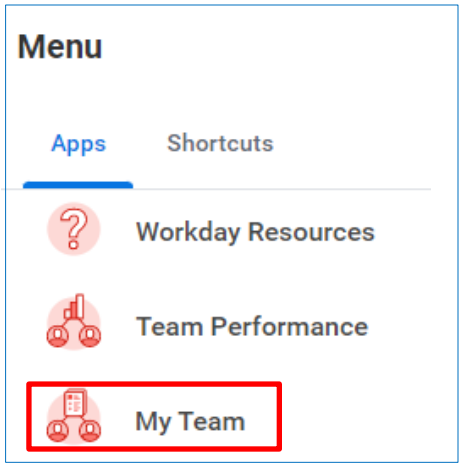
The following describes the process of entering time for a worker in Workday. This process is for Managers and Timekeepers.

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

Instructions

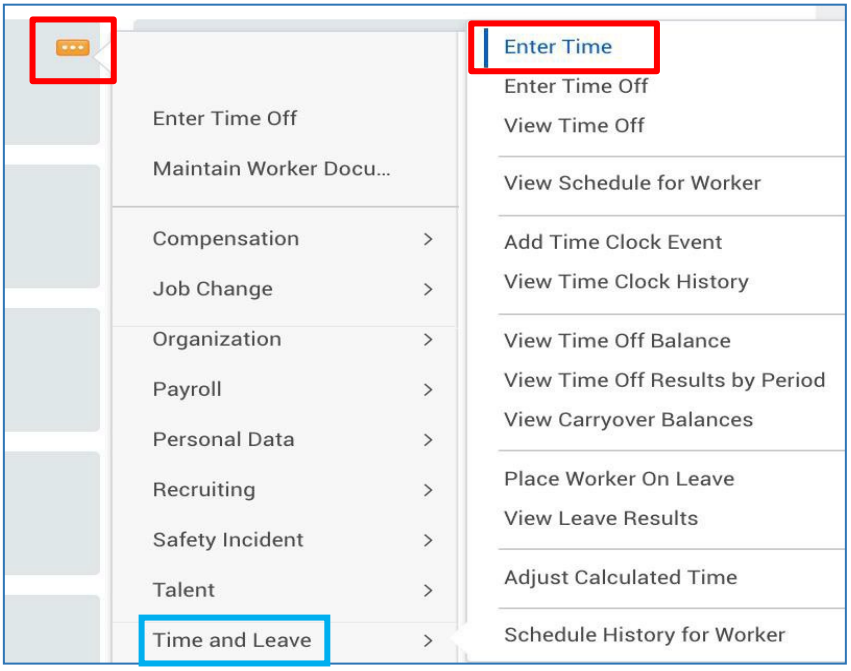
Note: Timekeepers who are not also the Manager should use the methods specified in the Shortcuts section.

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.

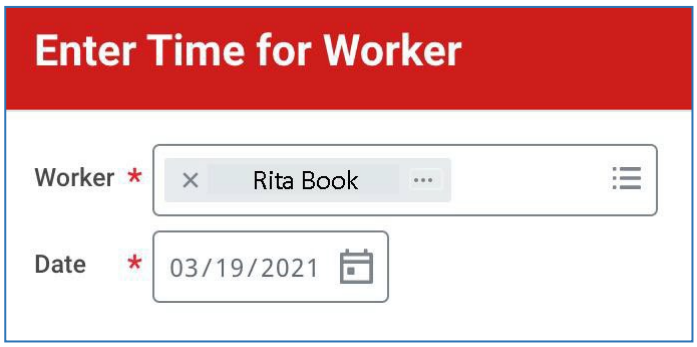


2) Scroll down until you see a list of your employees.

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**.

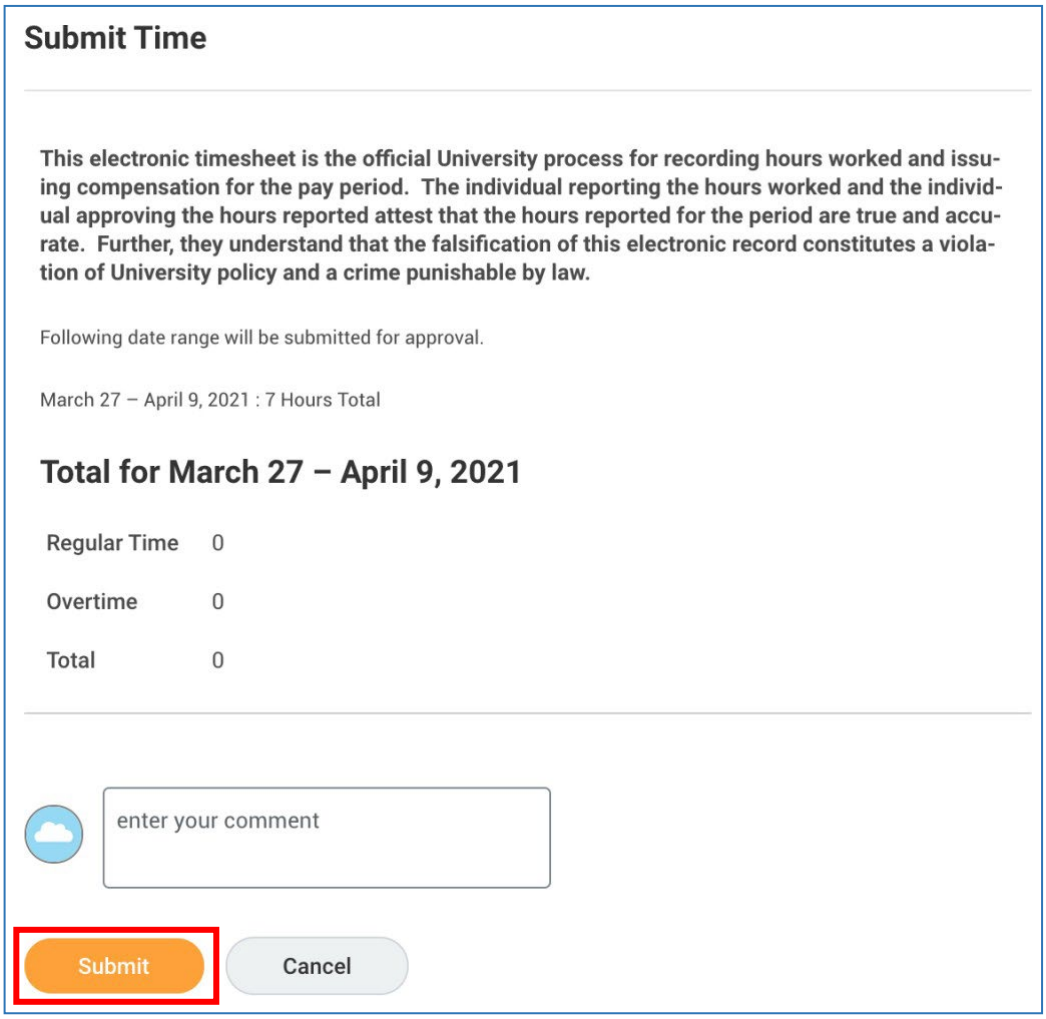


5) Enter the employee's time on the weekly time entry calendar. For detailed instructions you can view the following quick guides:

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

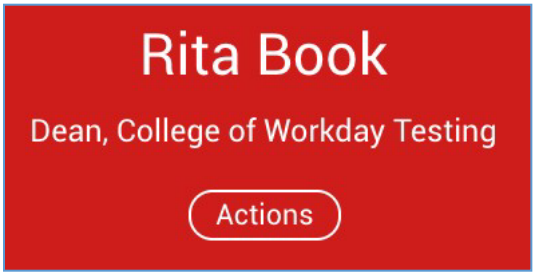
6) Click the blue **Review** button.

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

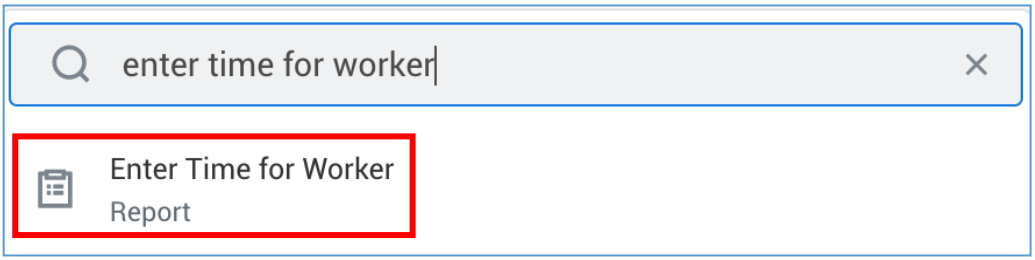


Shortcuts

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.