 Enter Time—Exempt (Managers, AFT except Faculty)

**STEP 1**
- From your Home page, click on the “Time” worklet

**STEP 2**
- In the “Enter Time” column, click on the “This Week” button
STEP 3

- Click on the day you wish to enter time off.

Note:
Only enter for days you are off. If you do not take any day’s off during the pay period, you do not need to report into Workday.

STEP 4

Entry Time dialog box displays:
- Click the “Prompt Button” to select the appropriate “Time Type” from the drop down.
- Click “Time Off”
- Select, by clicking the button of the appropriate time off value.

Note:
You may enter time on a daily basis, weekly basis or just before pay date.

Helpful hint: See the “Quick Add” document to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry calendar.
STEP 4 con't

- Enter the hours for the “Time Type” selected.
- Click OK.
- Repeat steps 3 & 4 for each day for which you wish to enter time

STEP 5

- Click “Submit” after you have entered all time off.
STEP 6

- Review and ensure your two week amount is correct.
- If you need to make changes, click “Cancel”
- Click, “Submit,” again if summary is correct.

STEP 7

- Click the small arrow next to “Detail and Process” to review.
- Click “Done”