



## Time Entry for Civil Service Employees (not using Kronos)

The following describes the process of entering hours on a timesheet in Workday as a civil service employee that does not already enter hours using the Kronos system. All timesheets need to be submitted by 7:00 p.m. on the last day of the payroll. Follow this link to the [payroll schedule](#).

If you find that you need to enter hours for a payroll period that is closed for editing you need to fill out a [paper timesheet](#) that is signed by your supervisor. You can submit the timesheet to the Payroll department by emailing it to [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu). A SNOW ticket will automatically be created and assigned to Payroll for processing.

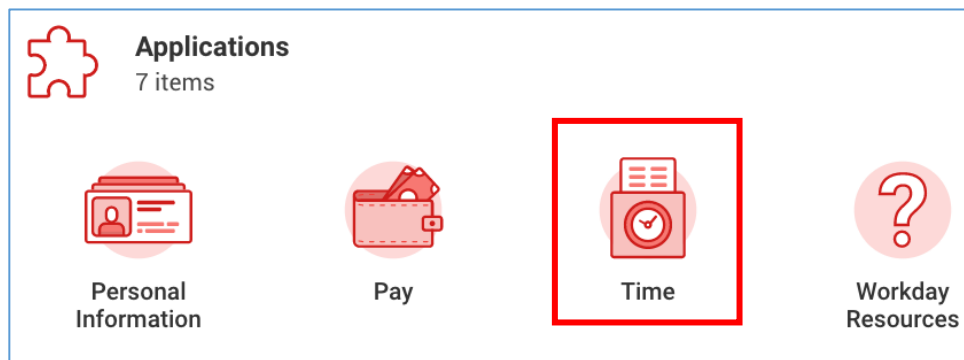
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

### Workflow Steps

- 1) Employee submits a timesheet
- 2) Timekeeper reviews the timesheet and approves or sends back the timesheet

### Instructions

- 1) From your Workday homepage, click on the **Time** worklet.



- 2) Under the **Enter Time** column, click on the button labelled **This Week** to enter time for the current week. Click the button labelled **Last Week** to enter time for the previous week. Click the button labelled **Select Week** if you need to enter time for a week other than the current or previous week. No matter which button you click you will still be able to navigate between weeks.

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

3) Below is a sample view of a blank timesheet and a general overview of the timesheet screen. Go to step 4 for instructions on entering hours on the timesheet.

Today




Mar 6 – 12, 2021 
Week 
Actions

	Sat, 3/6 Hours: 0	Sun, 3/7 Hours: 0	Mon, 3/8 Hours: 0	Tue, 3/9 Hours: 0	Wed, 3/10 Hours: 0	Thu, 3/11 Hours: 0	Fri, 3/12 Hours: 0
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							

**Summary**

Mar 6 - 12, 2021

Regular Time	0
Overtime	0
<b>Total</b>	<b>0</b>

You can navigate between weeks by clicking the back and forward arrows located at the top left of the timesheet. You can open a calendar navigation option by clicking the down facing arrow.

Today

Mar 6 – 12, 2021

You can switch the timesheet view from weekly to daily by clicking the prompt at the top right of the timesheet.

Week

As you enter hours on the timesheet you will see the total number of hours above each day on the timesheet.

Sat 10/24 Hours: 0	Sun 10/25 Hours: 0	Mon 10/26 Hours: 0	Tue 10/27 Hours: 0	Wed 10/28 Hours: 0	Thu 10/29 Hours: 0	Fri 10/30 Hours: 0
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You will see the weekly hours summary on the right of the timesheet.

<b>Summary</b>	
Mar 6 - 12, 2021	
Regular Time	0
Overtime	0
Total	0

4) There are multiple options for entering hours on a timesheet.

[Option 1: Enter hours by day.](#)

[Option 2: Enter hours using the Enter Time option.](#) This option allows you to enter all of your time for the week at once.

[Option 3: Enter hours using the Quick Add option.](#) This is the best option if you work the same hours on multiple days of the week.

**Option 1:** Enter hours by day.

- Click on a blank time block within the column for each day. A window will pop up for you to select a time entry code.

	Sat 10/24 Hours: 0	Sun 10/25 Hours: 0	Mon 10/26 Hours: 0
7 AM			
8 AM			Enter Time
9 AM			

- From the **Time Type** prompt, you will select a time entry code.
- The number of hours will automatically populate. You can adjust the number of hours if necessary.

**Note:** During the summer months you may need to override the hours amount based on the revised summer schedule. If you usually work 7 hours per day you will enter 8.75 hours. If you usually work 8 hours per day you will enter 10 hours.

**Enter Time**  
11/02/2020

Time Type \* Hours Worked

Hours \* 7

**Details**

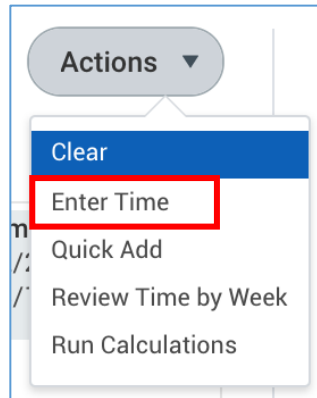
Comment

OK Cancel

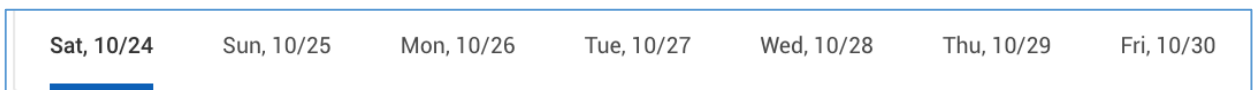
- Click **OK**.

**Option 2:** Enter hours using the Time Entry option. This option allows you to enter all of your time for the week at once.

- Click on the **Actions** button at the top of the page. Select **Enter Time** from the options that appear.

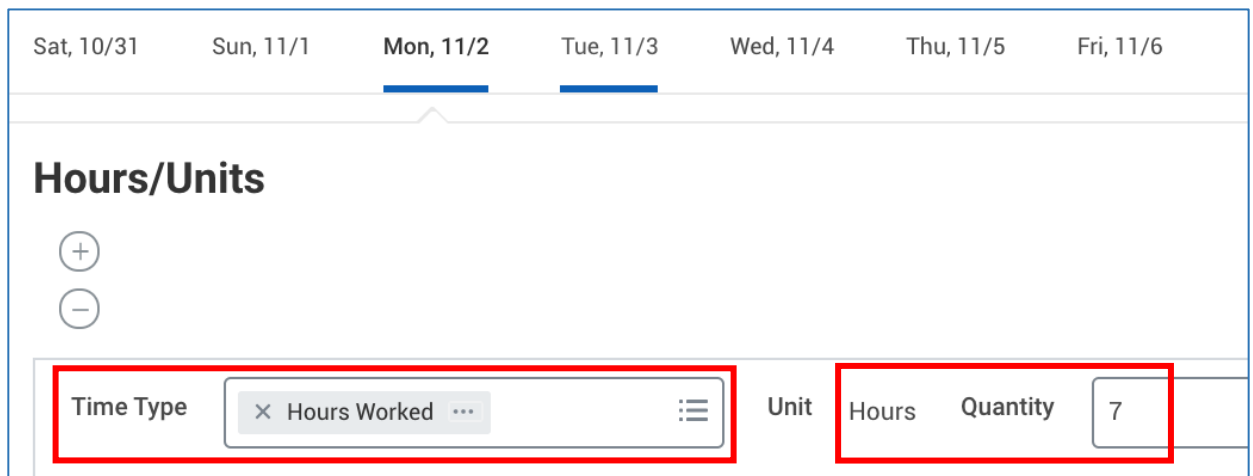


- Click on a date at the top of the screen. Once you are finished entering hours for that date you can click on another one to continue entering hours for the rest of the week.



- From the **Time Type** prompt, you will select a time entry code.
- Enter the quantity of hours.

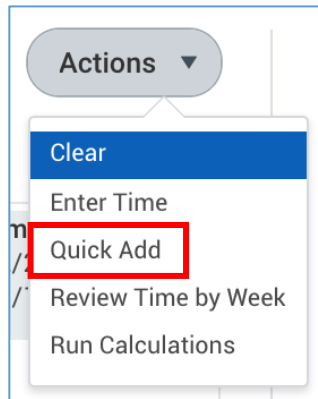
**Note:** During the summer months you may need to override the hours amount based on the revised summer schedule. If you usually work 7 hours per day you will enter 8.75 hours. If you usually work 8 hours per day you will enter 10 hours.



- Click **OK** at the bottom of the page.

**Option 3:** Enter hours using the Quick Add option.

- Click on the **Actions** button at the top of the page. Select **Quick Add** from the options that appear.



- From the **Time Type** prompt, you will select

A screenshot of a form with three fields. The first field is 'Start Date' with the value '10/31/2020'. The second field is 'End Date' with the value '11/06/2020'. The third field is 'Time Type', which contains a dropdown menu with the text '× Select time entry code ...' and a hamburger menu icon to its right. This entire 'Time Type' field is highlighted with a red rectangle.

- Click **Next** at the bottom of the screen.
- Enter the number of hours for each day.

**Note:** During the summer months you may need to override the hours amount based on the revised summer schedule. If you usually work 7 hours per day you will enter 8.75 hours. If you usually work 8 hours per day you will enter 10 hours.

A screenshot of a time entry grid. At the top, it shows 'Start Date' as '10/31/2020' and 'End Date' as '11/06/2020'. Below that, 'Time Type' is set to 'Worked Time (Hourly)'. Underneath, it says '1 item'. The main part of the form is a table with columns for days of the week: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. Each column has a text input box for hours. The input boxes for Saturday and Sunday contain '0', while the others contain '7'. The entire table is highlighted with a red rectangle.

- Click **OK** at the bottom of the page.

- 1) When you are finished entering your hours, click **Review** at the bottom of the page.
- 2) The pop up window will be a confirmation page with a summary of your hours. Click **Submit**.

### **Time Entry Tip**

You can clear all your time entries from your timesheet by clicking on the **Actions** button at the top of the page. Select **Clear** from the options that appear.