



Time Entry for Student Workers

The following describes the process of entering hours on a timesheet in Workday as a student worker. 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. A SNOW ticket will automatically be created and assigned to Payroll for processing.

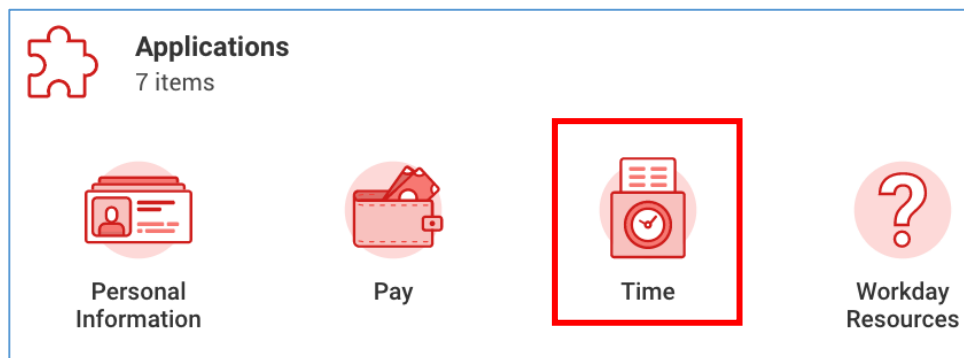
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

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
Total	0

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.

Summary	
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 enter your In/Out times.

NOTE: If you have more than one position you need to make sure the correct position is selected for the hours you are entering.

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

Enter Time

10/26/2020

Time Type *

In *

Out *

Out Reason *

Hours *

Position *

Details

Comment

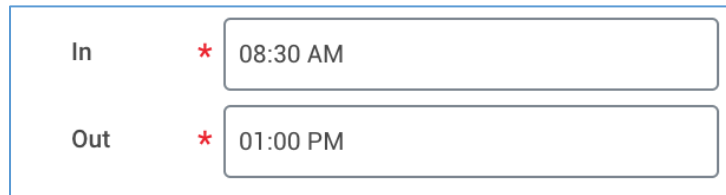
- From the **Time Type** prompt, you will select **Hours Worked**.

Enter Time

10/26/2020

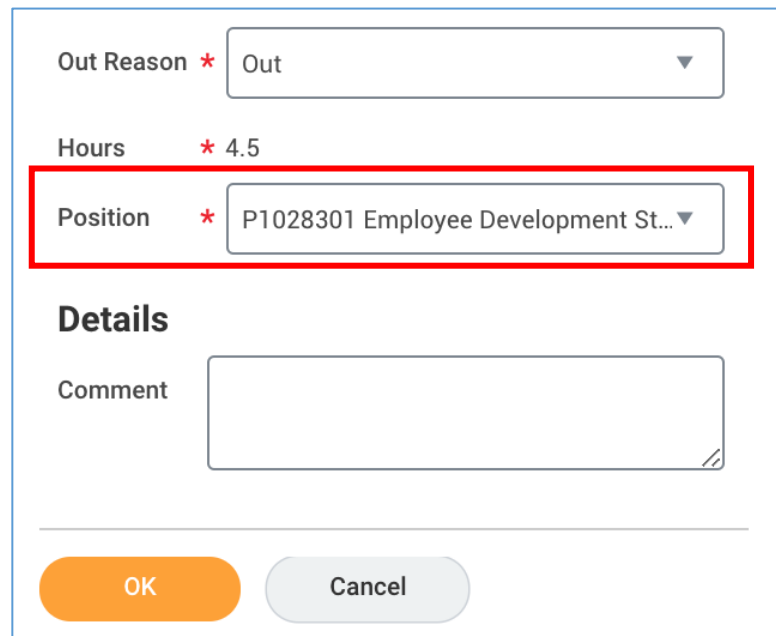
Time Type *

- Type in the time you started work and the time you left work or the time you went on a break. If you went on a break you will add another time block starting from the time you came back from break.



A screenshot of a time entry form. It features two input fields. The first field is labeled 'In' with a red asterisk and contains the text '08:30 AM'. The second field is labeled 'Out' with a red asterisk and contains the text '01:00 PM'. The entire form is enclosed in a blue border.

- The **Out Reason** will always be **Out**.
- **IMPORTANT:** If you have more than one position you need to make sure the correct position is selected for the hours you are entering.

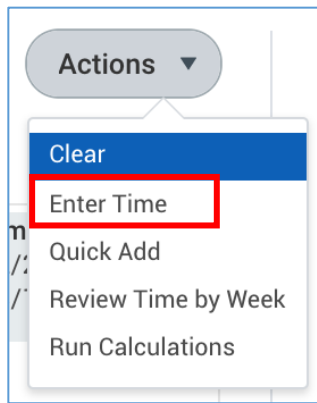


A screenshot of a time entry form. It includes a dropdown menu for 'Out Reason' with 'Out' selected. Below it is a text field for 'Hours' containing '4.5'. The 'Position' field, which is a dropdown menu, is highlighted with a red border and shows 'P1028301 Employee Development St...'. Underneath is a section titled 'Details' with a 'Comment' text area. At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (grey).

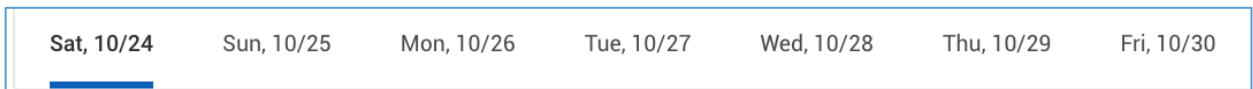
- Click **OK**.

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

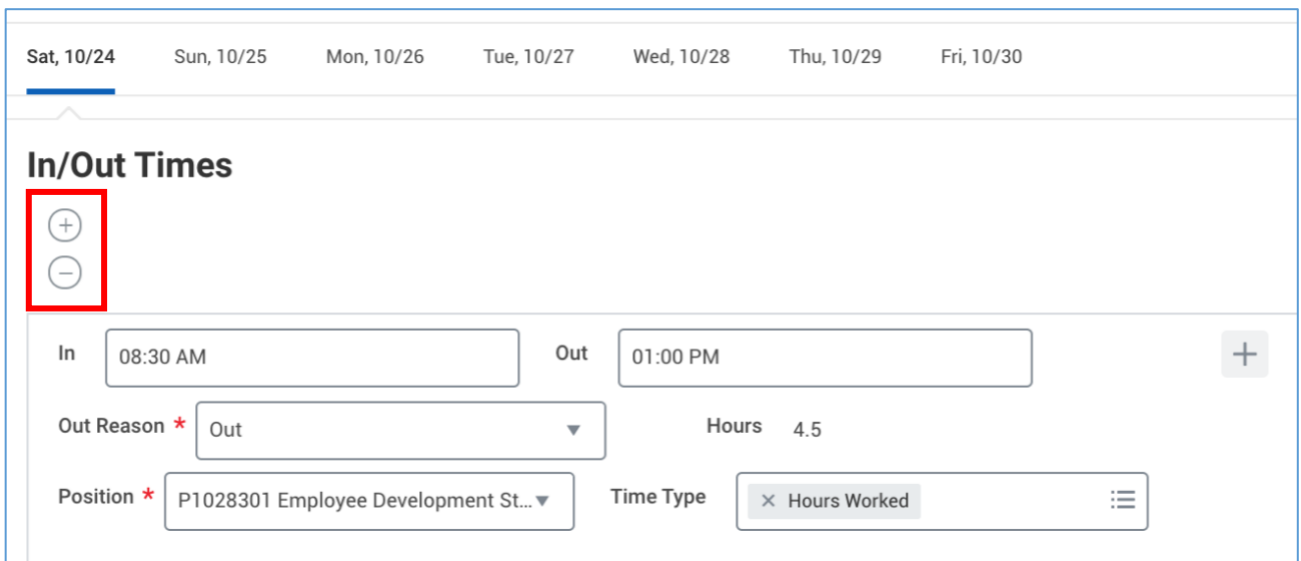
- Click on the **Actions** button at the top of the page. Select **Enter Time** from the options that appear.



- 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.



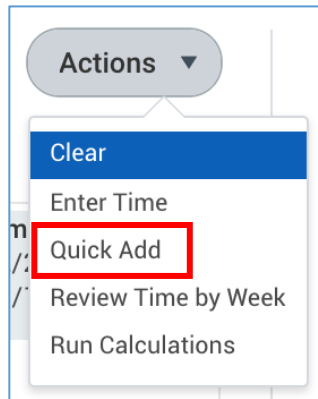
- Type in the time you started work and the time you left work or the time you went on a break. If you went on a break you will add another time block starting from the time you came back from break by clicking the plus sign under In/Out Times
- Select **Out** as the **Out Reason**.
- **IMPORTANT:** If you have more than one position you need to make sure the correct position is selected for the hours you are entering.
- From the **Time Type** prompt, you will select **Hours Worked**.



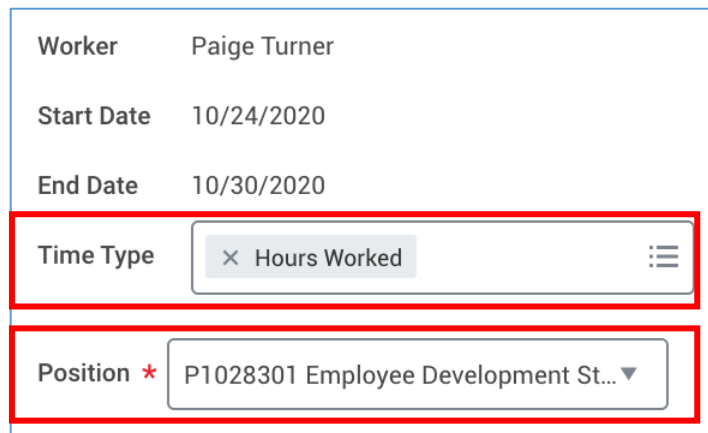
- Click **OK** at the bottom of the page.

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 **Hours Worked**.
- **IMPORTANT:** If you have more than one position you need to make sure the correct position is selected for the hours you are entering.

A screenshot of a form with several fields. The fields are: 'Worker' with the value 'Paige Turner', 'Start Date' with '10/24/2020', and 'End Date' with '10/30/2020'. Below these are two fields highlighted with red boxes: 'Time Type' with a dropdown menu showing 'Hours Worked' and a close button, and 'Position *' with a dropdown menu showing 'P1028301 Employee Development St...'. There is also a red asterisk next to the 'Position' label.

- Click **Next** at the bottom of the screen.
- Type in the time you started work and the time you left work or the time you went on a break. If you went on a break you will add another time block starting from the time you came back from break by clicking the **Add** button.
- On the right side of the screen you can select all of the days of the week to apply these hours to.

The screenshot shows a time entry interface. On the left, there are two time entry rows. Each row has an 'In' field and an 'Out' field. The first row has 'In' at 09:00 AM and 'Out' at 11:30 AM. The second row has 'In' at 12:00 PM and 'Out' at 02:00 PM. Below each row is an 'Out Reason' dropdown menu set to 'Out' and a 'Remove' button. At the bottom of the form is an 'Add' button. On the right side, there is a list of days of the week with checkboxes: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. Wednesday, Thursday, and Friday are checked with blue checkmarks.

Day	Selected
Saturday	<input type="checkbox"/>
Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>

- Click **OK** at the bottom of the page.
- 5) When you are finished entering your hours, click **Review** at the bottom of the page.
 - 6) 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.