Time Tracking: Enter Time Worked in Time Tracking

Employee

Workday Time Tracking provides many options that workers can use to enter time. The options available depend on time entry configurations, business process security policies, and whether your organization is using calendar-based time entry or high-volume time entry.

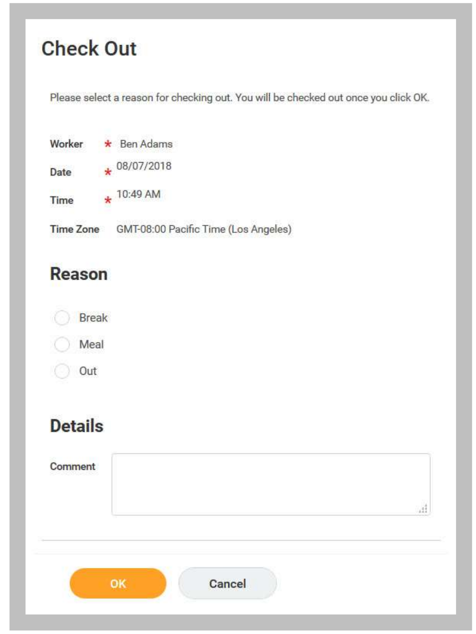
CALENDAR-BASED USER INTERFACE

ENTER TIME USING CHECK IN/OUT

Depending on your organization's configuration, you can enter worked time based on check-in and check-out times.

From the Time application:

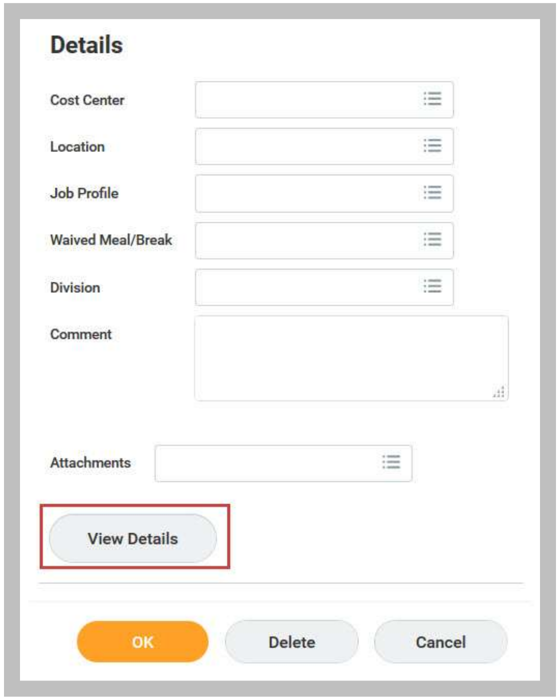
1. Click **Check In**.
2. Enter the Time Type and Details.
3. Select the Project, if it is required.
4. Click **OK**.
5. Click **Done**.
6. After your work is completed, navigate back to the Time application and click **Check Out**.
7. Select a reason for check out.
8. Click **OK**.
9. Click **Done**.



VIEW DETAILS OF SUBMITTED TIME

From the Time Entry calendar:

1. Select a time block to view detailed information about your time entry.
2. Click the **View Details** button.

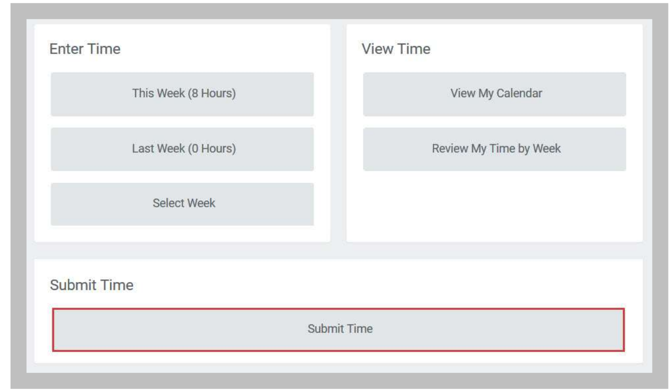


3. Click the **Reported** tab to view reported work time.
4. Click the **Calculated** tab to view calculated time.
5. Click the **History** tab to view the process history of a particular time entry.

SUBMIT TIME

From the Time application:

1. Select **Submit Time**. This option will appear only when there are time blocks that can be submitted.



2. Select the week or period to submit and click **OK**.
3. Review your daily and weekly totals and click **Submit**.