

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**.

Check Out

Please select a reason for checking out. You will be checked out once you click OK.

Worker * Ben Adams
Date * 08/07/2018
Time * 10:49 AM
Time Zone GMT-08:00 Pacific Time (Los Angeles)

Reason

Break
 Meal
 Out

Details

Comment

OK Cancel

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.

Details

Cost Center

Location

Job Profile

Waived Meal/Break

Division

Comment

Attachments

View Details

OK **Delete** **Cancel**

Enter Time

This Week (8 Hours)

Last Week (0 Hours)

Select Week

View Time

View My Calendar

Review My Time by Week

Submit Time

Submit Time

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

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.