

Non Exempt Time Entry, Edit & Submit



Associates: This job aid provides non-exempt associates with the instructions on how to enter time, edit entries and submit time for approval. Entry of time in the mobile app requires manager approval.

Getting started:



- Associates should check in / out for meal times. Our recommended practice is to provide a 30-minute meal period. Most state requirements range between 20 to 30 minutes.
- If an associate has worked at least 5 hours and did not check out, Workday will create an alert that warns them to add the meal period (if they took one) to the time block, if applicable.
- Workday periodically performs service updates which may result in the system being temporarily unavailable. Generally, these downtimes do not exceed 4 hours and are performed during non-peak times. Should the system be unavailable when you need to Check In/Check Out, please make the necessary edits to your time when it becomes available.

A. Enter Time (Check In / Check Out) - Web

1. From the Time worklet/app, select **Check In** under the Time Clock. The time and date is automatically recorded.
2. Health + Fitness only – If you have multiple positions, select the position first.
3. Select **Time Type** if different than the default.
4. Enter comments if needed and select **OK**, then select **Done**.
5. When ready to check out, select the Time worklet/app and then select **Check Out**.
6. If needed, select an **Out Reason** (Meal or Out) and enter comments.
7. Select **OK**, then select **Done**.

B. Edit Time

1. From the Time worklet/app, select **This Week** under Enter Time.
2. Select the time block to be edited which will open. Edit the entries as needed.
3. Select **OK**. Note that managers will be able to see that a time block has been edited.

C. Submit Time (Web)

1. From the Time worklet/app, select **This Week** under Enter Time.
2. View all alerts by selecting alerts and scroll as needed to review all time. Use the arrows to review prior week if needed.
3. Select **Review**, then view the summary and acknowledgement, then select **Submit**. Select **Done**.

D. Enter Time (Mobile App)

1. Select the **Time Tracking** app then select **Check In/Out**.
2. Select **Check In**, then select **Position** if applicable (Health + Fitness only).
3. Select **Time Type** if other than default Hours Worked. Comments can be added.
4. Select **Done**.
5. When ready to Check Out, select the **Time Tracking** app and select **Check In/Out**.
6. Select **Check Out** and then select **Reason** if necessary.

E. Edit and Submit Time (Mobile App)

1. Select the Time Tracking app then select **Enter Time**.
2. Select a time block to edit time if required. Edit the entries and select **Done**. When entering In and Out times, select the check mark on the touchpad to enter the time into the form.
3. Review warnings and time prior to submitting time and make all necessary edits.
4. Select **Review Time by Week** or **Review**, then **Submit** the acknowledgement.