

Exempt Associates Time Entry for Additional Jobs



Associates: This job aid is for HealthFitness exempt associates on how to enter time for additional jobs.

Getting started:



NOTE:

- Entry of time in the mobile app requires manager approval.
- 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 record time, please make the necessary edits to your time when it becomes available.

A. Enter Time - Web

1. From the Time app, select **This Week** under Enter Time.
2. Select the correct day.
3. Select the **Position** first.
4. Select **Time Type** if different than the default.
5. Enter the number of hours. You may add comments if needed and select **OK**, then select **Done**.
6. Select **OK**.

B. Edit Time

1. From the Time 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**.

D. Enter, Edit and Submit Time (Mobile App)

1. Select the **Time Tracking** app then select **Enter Time**.
2. Select the correct day, then **+ Add New** to enter time or select a time block to edit.
3. Enter or 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.
4. Review warnings and time prior to submitting time and make all necessary edits.
5. Select **Review Time by Week** or **Review**, then **Submit** the acknowledgement.

Enter Time
12/04/2018

Time Type *

Position

Hours *

Details

Comment

OK **Cancel**

VZW Wi-Fi 4:46 PM 74%

Enter Time

December 2018

1 warning(s)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 Today	5	6	7	8

+ Add New

Hours Worked 8:00am - 9:00am

Submit This Week