ENTER TIME WORKED IN TIME TRACKING

Connect to Workday from University's homepage and login with your credentials. Utilize the Time application from your home page .

Note: At the end of each pay period, it is the responsibility of the worker to log in the system and verify requested time off/unpaid time that has been submitted and approved by manager. Also, you have reviewed your clock time and notified the appropriate timekeeper or your manager of any errors. By submitting your time, you are certifying that this information is correct.

ENTER TIME USING CHECK IN/OUT – WEB CLOCK ENTRY FOR HOURLY EMPLOYEES

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

From the Time application :

1. Click **Check In**. If you work in more than one department, select the grant or cost center from your options to designate you are working in that department. Note: Each time you check in/out designate the cost center/grant.
2. If working through a lunch break, select **Cancel Meal Break**. Enter comments to be seen by your supervisor. For UNO, you only need to check out for a meal break if you are extending your meal time past your allotted time or if you are leaving campus.
3. Click **OK**, then **Done**.
4. After your daily work is completed, navigate back to the Time application and click **Check Out**.
5. Click **OK**, then **Done**.

Note: In the event of a clocking error, please communicate with your departmental timekeeper or direct supervisor so a correction can be made.

VIEW DETAILS OF TIME TO SUBMIT:

From the Time Application :

1. Select This Week, Last Week, or Select Week to review time blocks. At the end of payroll review all time for the pay period.
2. Clicking on the information in a time block will give you details. If any errors, contact your supervisor/departmental timekeeper to correct.
3. When time is correct and you are ready to submit, select

Review
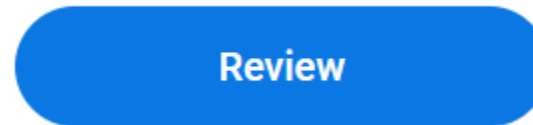
I hereby certify that the time recorded represents actual hours worked for the period indicated. I understand I will be held liable for any false reporting of my time.

Following date range will be submitted for approval.

February 27 – March 12, 2021 : 33.5 Hours Total

Total for February 27 – March 12, 2021

Regular Hours	33.5
Overtime	0

4. Add Comments (if necessary) and click **Submit.**

Submit   Cancel

Note: Contact payroll if you have issues submitting your time. When payroll is locked for processing you cannot complete any actions.