

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Enter-Edit Time on Desktop – Non-Exempt Hourly Employee

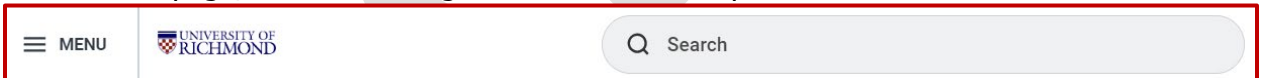
As a non-exempt hourly employee, you use Workday to enter your time worked and overtime worked on a weekly basis. Employees will enter time in total hours rather than clocking in/out. All time worked is to be submitted on the Monday at 2:00 PM the week of the pay date.

This guide provides step-by-step instruction on how to:

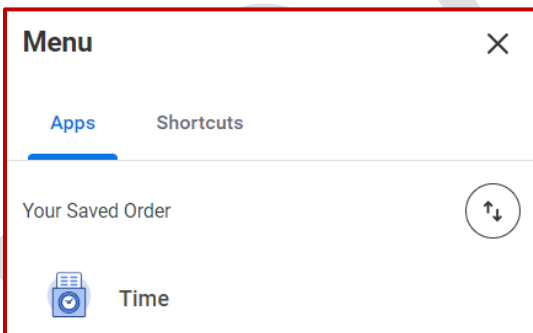
- Enter Time Worked in Hours via the Calendar
- Edit Time Worked
- View/Submit Time Worked

Enter Time Worked in Hours via Calendar

1. On the homepage, select the navigation **Menu** at the top left corner of the toolbar.

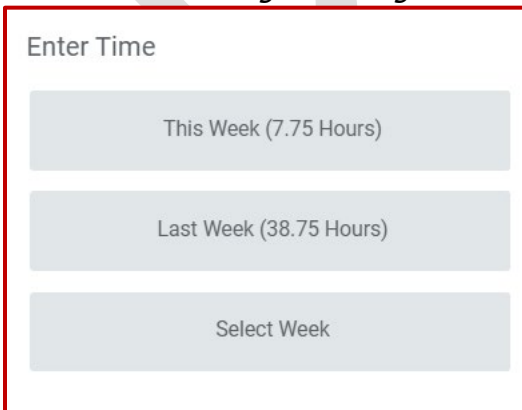


2. Select **Time**.



3. Under **Enter Time**, select **This Week**.

Note: You can navigate through a calendar using the left arrow or right arrow.



4. Review your **Hours Worked**.

5. If no changes are necessary, go to the next step in this quick guide.
6. If changes are necessary, click a day on the calendar and **Enter Time** popup displays:
 - a. To select a **Time Type**, i.e., Hours Worked, click the menu icon.
 - b. Update the **Hours** worked.
 - c. Click **Comments** to explain the changes.
 - d. Click **OK**

Enter Time [X]

06/01/2024

Time Type * [Hours Worked]

Hours * 6

Details

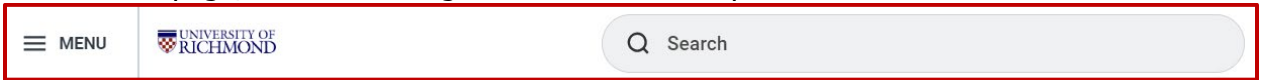
Comment [Reduced hours from 8 to 6]

[Cancel] [OK]

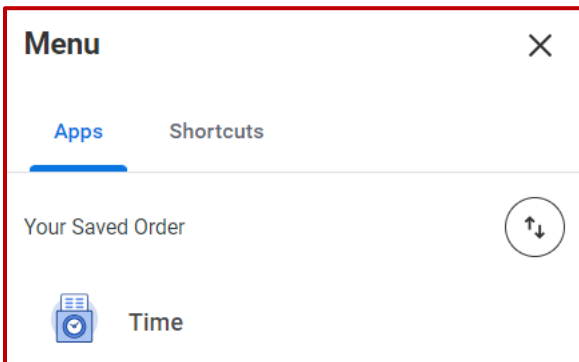
Note: All employees are required to submit the exact number of hours they worked in order to get paid for those hours. Hours that have been entered, but not yet submitted can be edited if adjustments need to be made. Non-exempt employees will not be allowed to modify any time that has been submitted, but can reach to their supervisor, as managers/supervisors and Timekeepers have capability to modify the time was submitted.

Edit Time

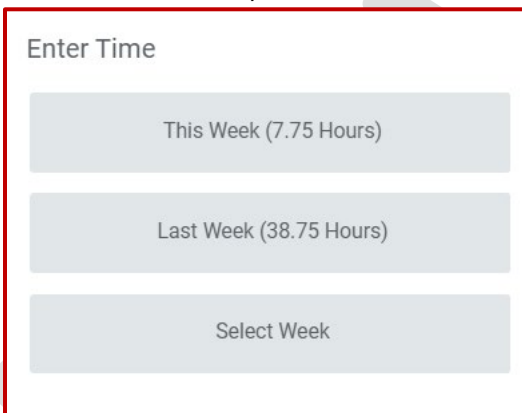
1. On the homepage, select the navigation **Menu** at the top left corner of the toolbar.



2. Select **Time**.



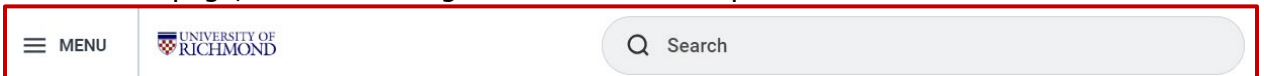
3. Under **Enter Time**, click **This Week**.



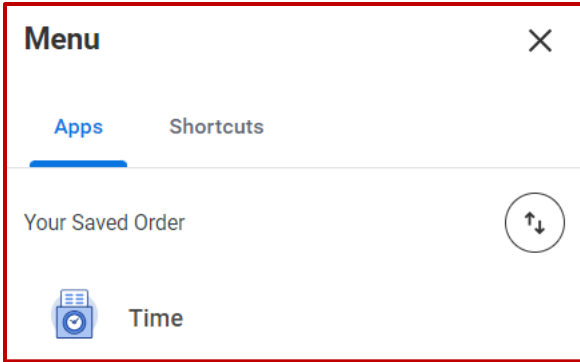
4. Click the day on the calendar that requires editing. An **Enter Time** popup displays.
5. Make your edits. Depending upon the type of edits made, you may need to resubmit your time for approval.
6. Click **OK**.

View/Submit Time

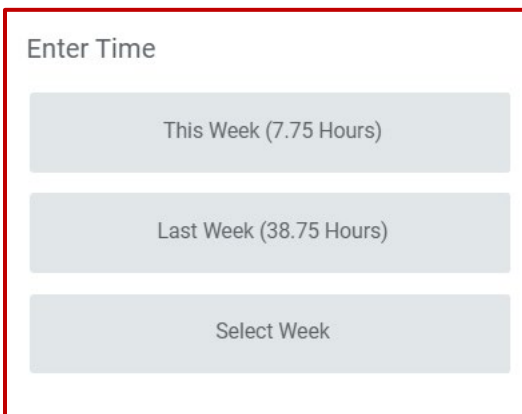
1. On the homepage, select the navigation **Menu** at the top left corner of the toolbar.



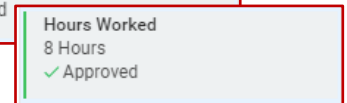
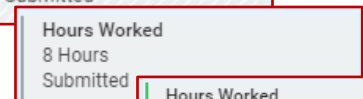
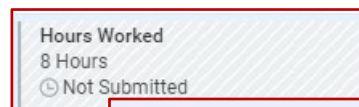
2. Select **Time**.



3. Under **Enter Time**, click **This Week**.



4. To view your time, navigate through a calendar using the left arrow and right arrow.
 - Time that is not yet submitted displays as **'Not Submitted'**.
 - Time that is submitted displays as **'Submitted.'**
 - Time that is approved displays as **'Approved'** with a green vertical left border.
5. Once you have reviewed your time and overtime, and all-time entries for the period have been entered, click **Submit**.
6. Review the totals for the week then click **Submit**.



Note: *Your time is sent to your manager (or designee) for review and approval.*