

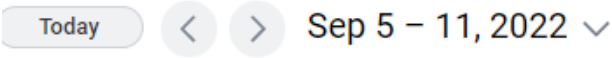
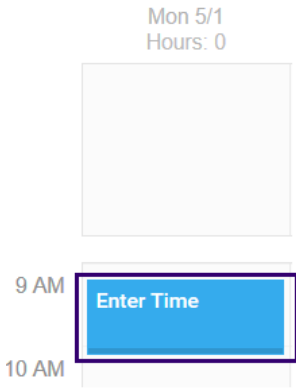
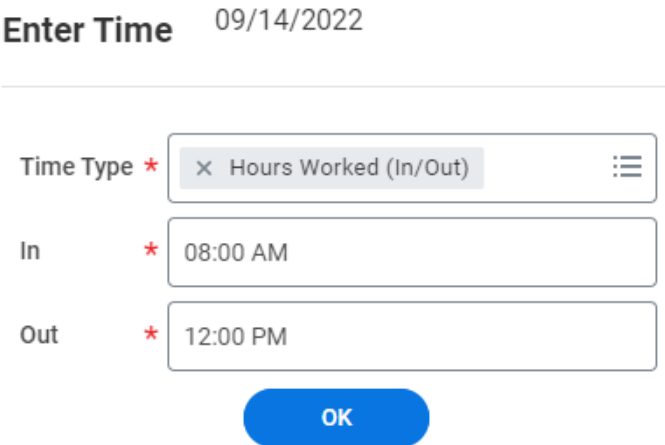
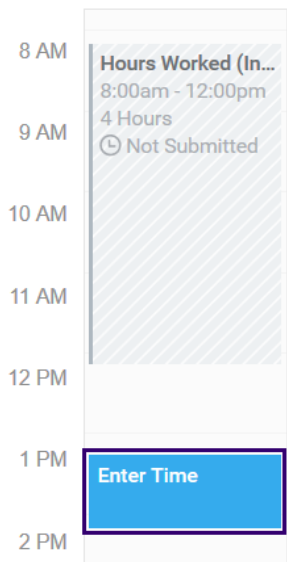
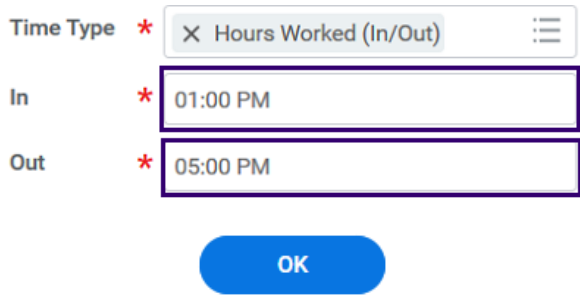
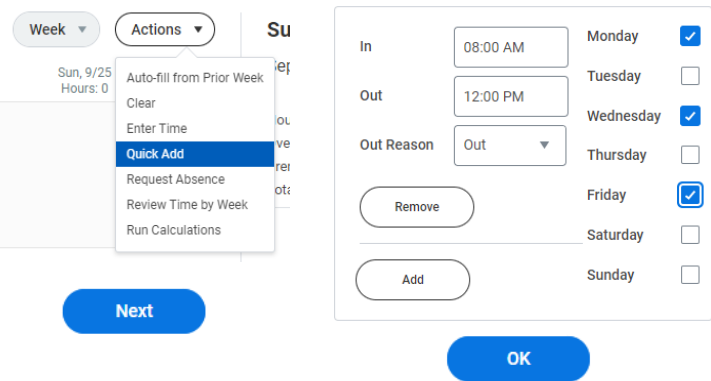
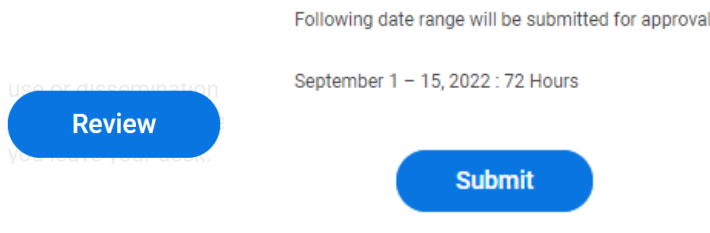


WORKDAY QUICK GUIDE

ENTER TIME	
<p>1. Select the Time app from the Global Navigation Menu (Menu > Time).</p>	 <p>The screenshot shows a hamburger menu icon labeled 'MENU' on the left and a blue clock icon labeled 'Time' on the right.</p>
<p>2. Select This Week, Last Week, or Select Week.</p>	 <p>The screenshot shows the 'Enter Time' screen with three buttons: 'This Week (0 Hours)', 'Last Week (0 Hours)', and 'Select Week'.</p>
<p>3. The calendar opens to the week you selected above.</p> <p>Use the forward, back, or down arrow if you would like to enter time for a different week.</p>	 <p>The screenshot shows a calendar navigation bar with a 'Today' button, left and right arrow buttons, and the date 'Sep 5 - 11, 2022' with a dropdown arrow.</p>
<p>4. Select a time block in the column of the date you wish to enter time for.</p>	 <p>The screenshot shows a calendar grid for 'Mon 5/1' with 'Hours: 0'. A time block between 9 AM and 10 AM is highlighted with a blue box labeled 'Enter Time'.</p>
<p>5. The Enter Time window opens.</p> <p>Enter the In and Out times for the first block of time you worked that day.</p> <p>Make sure AM and PM are correct.</p>	 <p>The screenshot shows the 'Enter Time' window for 09/14/2022. It includes a 'Time Type' dropdown set to 'Hours Worked (In/Out)', 'In' and 'Out' time input fields (08:00 AM and 12:00 PM), and an 'OK' button.</p>
<p>6. Select OK.</p>	

<p>7. Select another time block to enter time worked after returning from lunch/break.</p>	
<p>8. Enter the In and Out times. Make sure AM and PM are correct.</p> <p>9. Select OK.</p>	
<p>10a. Repeat steps 4–9 for each day worked that week, or...</p>	
<p>10b. If you work the same schedule most days of the week, select the Actions button in the upper right corner of your calendar, then select Quick Add and Next to enter time en masse (i.e., M-F 8:00 to 12:00; 1:00 to 5:00).</p> <p>Select Add enter additional time, such as your lunch break.</p> <p>Select the OK button when you are finished with your Quick Add.</p>	
<p>11. Once you have added all the time you wish to enter, Review your hours and make corrections if needed. Select the Review button in the bottom right corner of the screen.</p> <p>12. To submit your time entered, select the Submit button.</p>	

Link to user guide: https://isc.uw.edu/user-guides/enter_time/