

# WORKDAY QUICK GUIDE

## SUBMIT ACCU-TIME ENTRY IN WORKDAY

1. Select the **Time** app from the Global Navigation Menu.

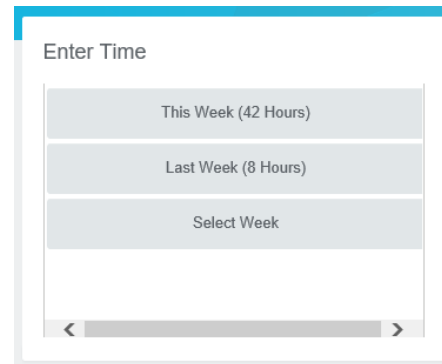
(Menu > Time)

MENU



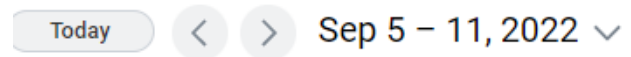
Time

2. In the Enter Time section, select **This Week**, **Last Week**, or **Select Week**.



3. The calendar opens to the week you selected above.

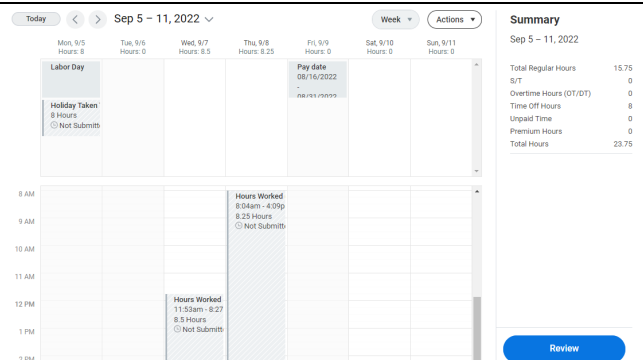
Use the forward, back, or down arrow if you would like to enter time for a different week.



4. Ensure that the **In** and **Out** times displayed on your calendar are correct.

If there is a mismatch, or if you forgot to enter time for a day worked, [contact](#) your Time and Absence Initiate to correct this.

5. Select **Review**.



6. Review your total hours.

Following date range will be submitted for approval.

September 16 – 30, 2022 : 40 Hours

**Total for September 16 – 30, 2022**

Total Regular Hours	40
S/T	0
Overtime Hours (OT/DT)	0
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	40

7. If your total hours are correct, select **Submit**.

