

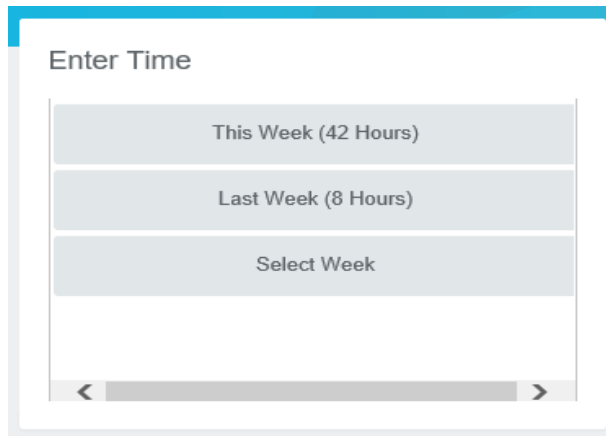
Workday Quick Guide: Submit Accu-Time Entry

1. Go to the Global Navigation menu.  MENU

2. Select the Time app. 
Time

3. In the Enter Time section, select one of three options:

- a. This Week,
- b. Last Week, or
- c. Select Week.



The screenshot shows a mobile interface titled "Enter Time". It contains three selectable options: "This Week (42 Hours)", "Last Week (8 Hours)", and "Select Week". At the bottom of the interface, there is a horizontal scroll bar with left and right arrow indicators.

4. The calendar will open to the week you have selected. Edit the date as needed.
5. Ensure the In and Out times displayed in the calendar are correct. If there is a mismatch, contact your Time and Absence Initiate.
6. Select Review.
7. If your total hours are correct, select Submit.

Submit