
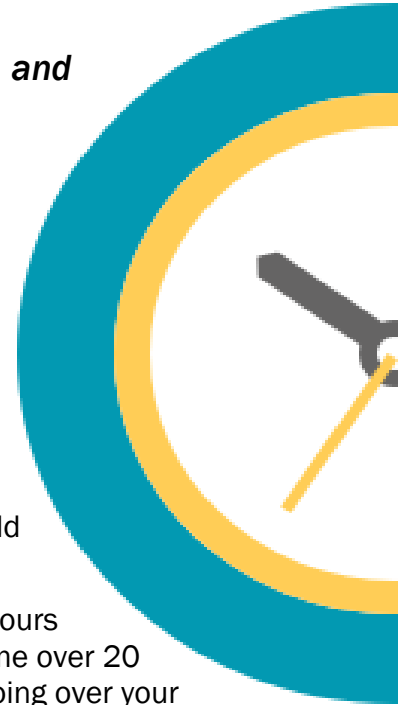


## TIME ENTRY BASICS

***As a student worker, you are responsible for entering, submitting, and certifying the actual hours you work.***

- You can enter time daily or weekly. For specific directions, follow your supervisor's instructions and your department's internal procedures.
- You will need to enter time *and* submit your time for approval in order to get paid. Submit your time for approval at the end of each work week or otherwise directed by your supervisor.
- You will enter and submit time through the **Time Worklet**  on your home page. From the **Time Worklet**, you will enter your hours worked in **time blocks**. Time blocks are the periods of time you actually worked. For example, a time block can be 8:00 a.m. - 11:30 a.m. The time block should reflect the actual time you are working.
- Workday will provide a soft warning if you have submitted more than 20 hours during the Fall/Spring semester. However, you will still be able to enter time over 20 hours. The warning is a reminder to check with your supervisor to avoid going over your maximum hourly schedule per policy.



### LUNCH BREAK

If you are eligible for a lunch break, you would **enter two time blocks**.

For example, you can enter a time block from 8:00 - 11:30 a.m. and another one from 12:00 - 4:30 p.m.

*Your lunch break is not automatically deducted.*

### ADDITIONAL JOBS

If you have more than one job, you will enter hours worked for each job according to your work schedule. Your jobs will be listed by position number.

You will need to ask your supervisor for the position numbers for each job. See *Enter Time for Additional Job Aid*.

### CORRECTING TIME

If you need to make a correction to a time block, you will be able to click on the time block to make changes and add comments, even after your hours have been approved.

Any changes to approved time blocks will be re-submitted to your manager for approval.

### PAYROLL

You will need to submit your time for approval each Friday. If your time entry is not approved, you will not get paid.

If your supervisor forgets to approve your time, contact your supervisor or timekeeper in your department.