

## SUMMARY

Classified/Wage (all hourly) employees (i.e. WAE, Transient, Classified employees, Professional Hourly, and Student Workers) must enter their hours worked as time entries or time blocks into Workday daily or weekly in order to get paid. Salaried Employees (Unclassified, Faculty, and graduate students) do not enter hours worked in Workday. From the **Time Entry Calendar**, you can click on each individual day to enter time or utilize the **Quick Add** or **Auto-fill from Prior Week** feature.

## INITIATING ENTERING TIME

Employees, Timekeepers or Managers can enter time into Workday. The way the Enter Time business process is initiated is different for Employees, Timekeepers, and Managers but all three enter time in the **Time Entry Calendar**. If the Manager or Timekeeper will be entering time in Workday in lieu of the employee, a completed time sheet or leave slip that has been approved by the supervisor must be completed and attached to the entry in Workday or maintained in the department per LSU University Archives General Retention Schedule. Workday is the LSU system of record for all hours worked and leave requests.

### 1. Managers can begin entering time two ways:

- a. Enter the employees name in the search box and click Enter. Identify the correct employee in the search results. OR
- b. From the **My Team Worklet**, click on the **Related Action Icon** next to the employee's name; hover over **Time and Leave**; select **Enter Time**. Confirm the Worker and Date are correct. Then click **OK**.

### 2. Timekeepers

- a. Enter the employee's name in the search box and then click **Enter**. Identify the correct employee in the search results.
- b. Click on the **Related Action Icon** next to the employee's name; hover over **Time and Leave**; select **Enter Time**. Confirm the Worker and Date are correct. Then click **OK**.

### 3. Employees As Self

- a. From the **Time Worklet**, select **This Week** or **Select Week**.

## PAYROLL DEADLINES

Payroll wage deadlines are visible in the time entry calendar and are labeled **Time Period Lockout**. Please ensure that time entries are approved the midnight prior to payroll's time period lock out date. All hours must be approved by the manager in Workday to receive pay and record leave requests and balances.

## ENTER TIME

From the **Time** Entry Calendar: On the calendar, click on the day you want to enter time, and a prompt box will open. Fill in the following information and then click **OK**.

- a. Using the Prompt in the **Time Type** field, select **Hours Worked**.
  - b. In the **In** field, enter your time in.
  - c. In the **Out** field, enter your time out.
  - d. Using the Prompt, select **Out** for the **Out Reason**.
  - e. Your **Hours** will update automatically based on your time in and out.
  - f. Enter any additional Comments in the **Comment** field.
2. Continue entering time for the week or any additional days worked.
  3. Once you have completed entering time for the day(s), click **OK** at the bottom left of the screen.

### Enter Time

03/01/2021

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**Time Type \*** X Hours Worked

**In \*** 08:00 AM

**Out \*** 04:30 PM

**Out Reason \*** Out

**Hours \*** 8.5

**Details**

**Comment**

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OK
Cancel

**Enter My Time** Mike The Tiger Your changes have been saved

**View Absence Balances**

Today Feb 27 - Mar 6, 2021 Week Actions

	Sat, 2/27 Hours: 0	Sun, 2/28 Hours: 0	Mon, 3/1 Hours: 8	Tue, 3/2 Hours: 0	Wed, 3/3 Hours: 0	Thu, 3/4 Hours: 0	Fri, 3/5 Hours: 0	Sat, 3/6 Hours: 0
			Meal Break - 30 Min 4.5 Not Submitted	Time Period Lockout 02/18/2021 - 02/26/2021			Pay date 02/18/2021 - 02/26/2021	
7 AM								
8 AM			Hours Worked 8:00am - 4:30pm 8.5 Hours Not Submitted					
9 AM								
10 AM								
11 AM								
12 PM								
1 PM								
2 PM								
3 PM								

**Summary**  
Feb 27 - Mar 5, 2021

Hours Worked	8
Overtime Straight	0
Overtime	0
Comp Time Earned	0
Time Offs	0
Holiday	0
On Call	0
<b>Total Hours</b>	<b>8</b>

Review

4. You will then be directed to this page to review your submitted time. Click **Review** in the bottom right of the screen to finish. Then click **Submit** to complete the task.

**Submit Time**

By clicking Submit, you are indicating that all hours being reported are true and complete, and conform to company time reporting policy and you are authorizing payroll to use these hours for payment.

Following date range will be submitted for approval.

February 27 – March 6, 2021 : 8.5 Hours Total

**Total for February 27 – March 6, 2021**

Hours Worked	8
Overtime Straight	0
Overtime	0
Comp Time Earned	0
Time Offs	0
Holiday	0
On Call	0
Total Hours	8

enter your comment

**Submit** Cancel

**Note:** To view details of your submitted time, select a time block on the Time Entry Calendar. Click the View Details button to view detailed information about the Time Entry.

## QUICK ADD

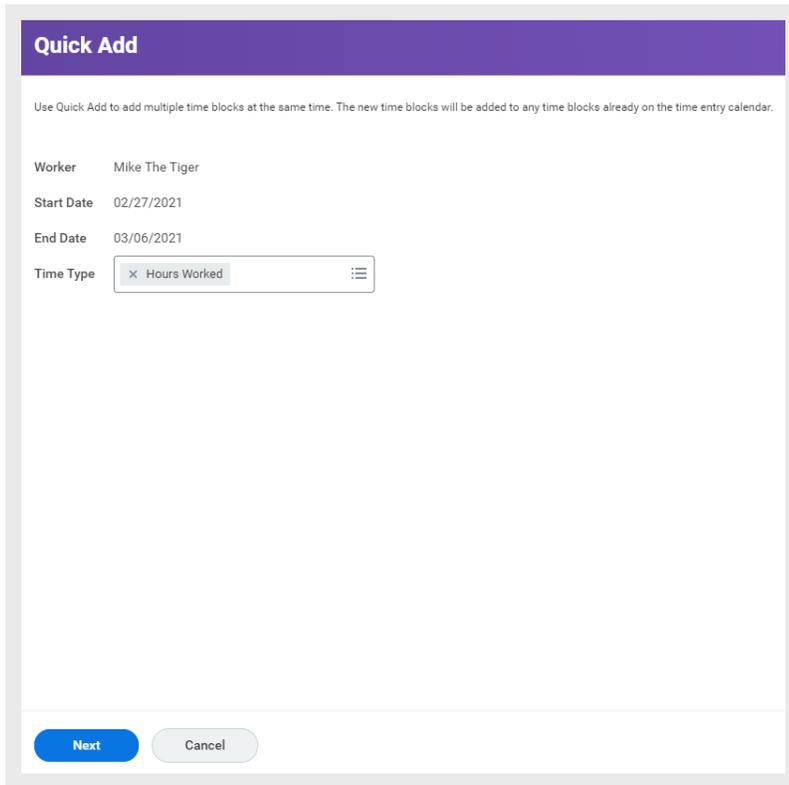
- From the Time Entry Calendar. In the top right corner, click the **Actions** button and select **Quick Add**. This method allows you to create a time block and copy it to multiple days in a week.

The screenshot shows the Time Entry Calendar interface. At the top, there are buttons for 'Week' and 'Actions'. The 'Actions' dropdown menu is open, showing several options: 'Auto-fill from Prior Week', 'Clear', 'Enter Time', 'Enter Time by Week', 'Quick Add' (highlighted with a red box), 'Request Time Off', 'Review Time by Week', and 'Run Calculations'. To the right of the calendar is a 'Summary' table for the date range 'Feb 27 - Mar 5, 2021'. The summary table lists various time entry categories and their corresponding values, all of which are currently 0.

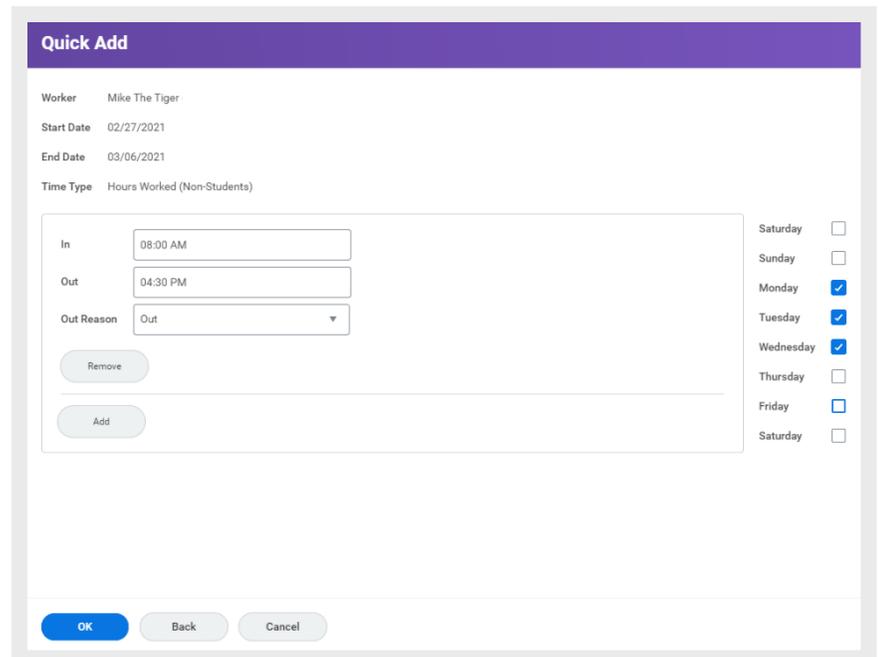
Category	Value
Hours Worked	0
Overtime Straight	0
Overtime	0
Comp Time Earned	0
Time Offs	0
Holiday	0
On Call	0
Total Hours	0

**Note:** You can also select **Auto-fill from Prior Week** to copy previous time blocks to the current week. You can then make changes to the copied time blocks as necessary.

2. In the Time Type field, use the Prompt to select **Hours Worked**. Then click **Next**.



3. On the Quick Add screen, complete the following information and then click **OK**.
  - a. In the **In** field, enter your time in.
  - b. In the **Out** field, enter your time out.
  - c. Using the Prompt, select **Out** for the **Out Reason**.
  - d. Click the checkbox next to the days of the week you want to copy the Time Entry for.
  - e. Click the **Add** button to enter additional In and Out times for the selected days.



- Notice the Time Entries have been copied to the days selected in the previous step and the hours worked have been updated to reflect the Time Entered. Verify that the information is correct and click **Review**.

**Enter My Time** Mike The Tiger

View Absence Balances

Today < > Feb 27 - Mar 6, 2021 Week Actions

Day	Hours	Time Entry
Sat, 2/27	Hours: 0	
Sun, 2/28	Hours: 0	
Mon, 3/1	Hours: 8	Meal Break - 30 Min -0.5 (Not Submitted)
Tue, 3/2	Hours: 8	Time Period Lockout 02/13/2021 - 02/26/2021 Meal Break - 30 Min -0.5 (Not Submitted)
Wed, 3/3	Hours: 8	Meal Break - 30 Min -0.5 (Not Submitted)
Thu, 3/4	Hours: 0	
Fri, 3/5	Hours: 0	Pay date 02/13/2021 - 02/26/2021
Sat, 3/6	Hours: 0	

7 AM  
8 AM  
9 AM  
10 AM  
11 AM  
12 PM  
1 PM  
2 PM

**Summary**  
Feb 27 - Mar 5, 2021

Hours Worked	24
Overtime Straight	0
Overtime	0
Comp Time Earned	0
Time Offs	0
Holiday	0
On Call	0
Total Hours	24

**Review**

- You will then be directed to this page to review your submitted time. Click **Submit** to finish.

**Submit Time**

By clicking Submit, you are indicating that all hours being reported are true and complete, and conform to company time reporting policy and you are authorizing payroll to use these hours for payment.

Following date range will be submitted for approval.

February 27 - March 6, 2021 : 25.5 Hours Total

**Total for February 27 - March 6, 2021**

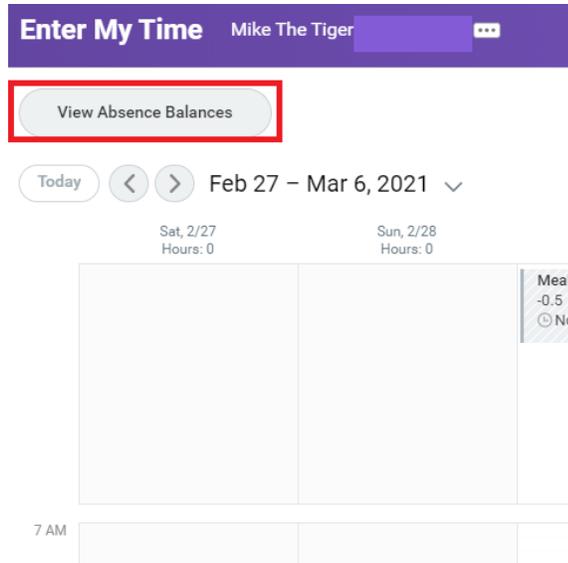
Hours Worked	24
Overtime Straight	0
Overtime	0
Comp Time Earned	0
Time Offs	0
Holiday	0
On Call	0
Total Hours	24

enter your comment

**Submit** Cancel

**VIEW TIME OFF BALANCES**

1. You may view your time off balances from your time entry screen by clicking **View Absence Balances** in the top left of your screen.



- a. The Balances as of date field will automatically populate to today's date. If you would like to view your absences balances as of a specific date, you may change the date field and press enter. To finish viewing, click OK.

