

Entering and submitting time

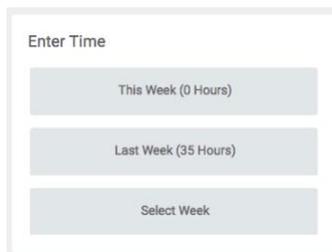


Hours are entered for one week at a time. Submitting your timecard will send both weeks to your approver.

Hours will be rounded to the nearest 5 minute during the payroll process (e.g., 8:02 a.m. will round to 8:00 a.m. and 8:03 a.m. will round to 8:05 a.m.)

FOR ASSISTANCE PLEASE CALL (207) 798-7070

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Time icon in the Applications pane.
3. Select the appropriate week.



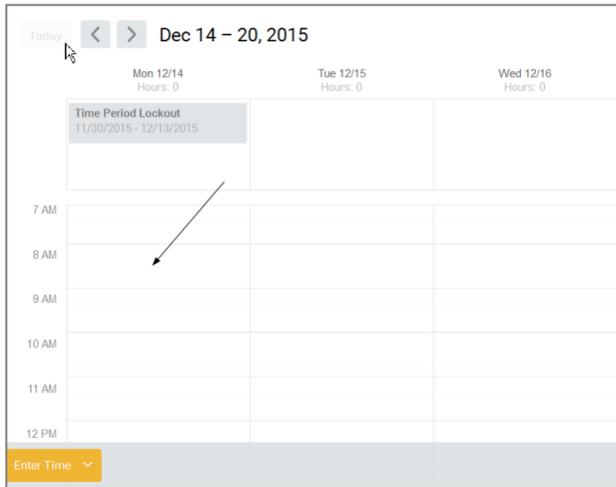
The screenshot shows a 'Enter Time' dialog box with three buttons: 'This Week (0 Hours)', 'Last Week (35 Hours)', and 'Select Week'.

4. There are five options for entering your hours into Workday:
 - **Time Entry Calendar:** This method works well if you need to enter time for a single day.
 - **Quick Add:** This option works well if you work the same hours multiple days of the week.
 - **Enter Time:** This option works well if you work varied hours each week.
 - **Auto-fill From Prior Week:** This option copies hour from one week to another. If necessary, you can modify the hours after they are copied.
 - **Check In/Check Out:** This option works like a time clock (i.e., a quick way to record hours with one click at the beginning and end of your day.)

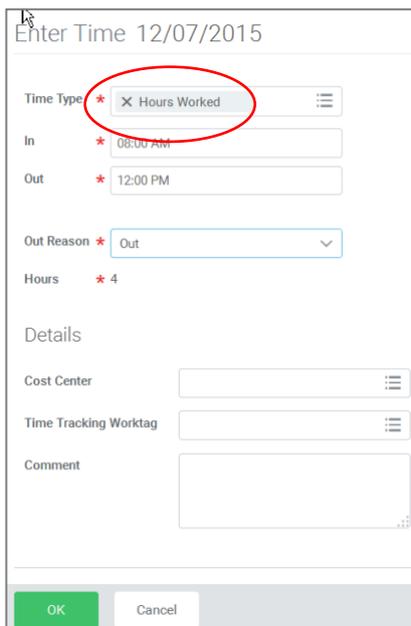
Using the Time Entry Calendar

This method works well if you need to enter time for a single day.

1. From the week displayed, click anywhere on the day of the week that you would like to enter time for (Monday in the example below).



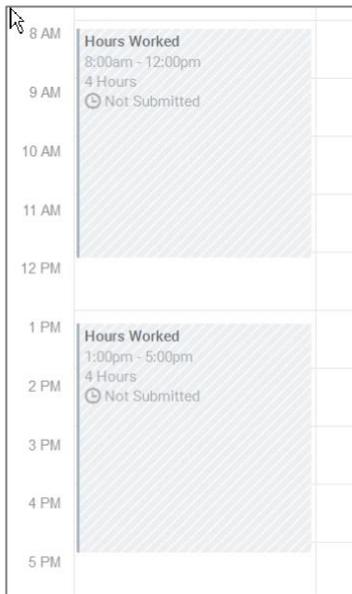
2. This will open a window in which you enter “In” and “Out” time. Your timecard will default to Hours Worked; select the Time Type menu to select other options such as Vacation and Sick.



3. Out Reason will always default to “Out”. There is no need to enter any information within the Details section unless you want to enter a Comment (i.e. appointment).
4. Click OK.

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5. Enter two time blocks (8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. in the example below) to account for your lunch break.



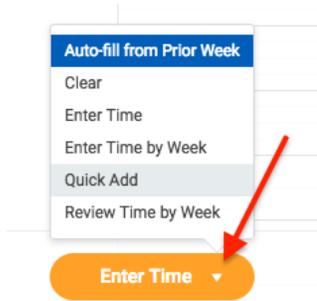
The screenshot shows a timecard entry interface with a vertical time axis on the left ranging from 8 AM to 5 PM. Two shaded rectangular blocks represent hours worked. The first block is from 8:00 AM to 12:00 PM, labeled 'Hours Worked 8:00am - 12:00pm 4 Hours' with a 'Not Submitted' status. The second block is from 1:00 PM to 5:00 PM, labeled 'Hours Worked 1:00pm - 5:00pm 4 Hours' with a 'Not Submitted' status. A mouse cursor is visible at the top left corner of the interface.

6. Click OK. Your timecard is automatically saved. No need to submit your timecard at this time unless your timecard is complete for the pay period.
7. When your timecard is complete, click Submit.
Reported hours will route to your approver via email notification. Multiple weeks can be submitted together.
8. In the confirmation screen, review the totals you are submitting and enter a Comment for your approver if applicable.
9. Click Submit again. Reported hours will route to your approver via email notification.

Using Quick Add

The Quick Add option works well if you work the same hours multiple days of the week.

1. Click on the arrow next to Enter Time and select Quick Add.



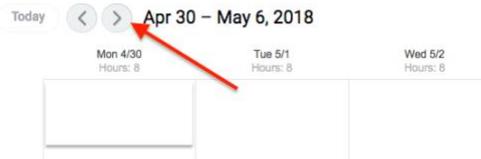
2. If you have one job select Next. If you have more than one job, click on appropriate job under Position.
3. Your timecard will default to Hours; select the Time Type menu to select other options such as Vacation and Sick. Then click Next.
4. Enter the In and Out times and then click on the days of the week that you worked.

If you need to enter a lunch break, enter time for the hours worked before lunch (e.g., 8:00 a.m. to 12:00 p.m.) Click on “Add”. This will allow you to enter time for the remainder of the day (e.g., 1:00 p.m. to 5:00 p.m.)

A screenshot of a time entry form. On the left, there are two rows of input fields. The first row has 'In' set to '08:00 AM', 'Out' set to '12:00 PM', and 'Out Reason' set to 'Out'. Below this row is a 'Remove' button. The second row has 'In' set to '01:00 PM', 'Out' set to '05:00 PM', and 'Out Reason' set to 'Out'. On the right side of the form, there is a vertical list of days of the week with checkboxes: Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), and Sunday (unchecked).

5. Click OK.

6. To add hours for the next week, click the Next arrow at the top of the calendar.



Your timecard is automatically saved.

7. When your timecard is complete, click Submit.

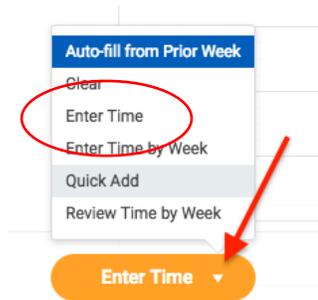
Reported hours will route to your approver via email notification. Both weeks will be submitted together.

8. In the confirmation screen, review the totals you are submitting and enter a Comment for your approver if applicable.
9. Click Submit again. Reported hours will route to your approver via email notification.

Using Enter Time

This option works well if you work varied hours each week.

1. Click on the arrow next to Enter Time and select Enter Time.



2. Days of the week are listed at the top of the window. Click on the day of the week to enter your hours.

3. Enter the In and Out times.

If you need to enter a lunch break, enter time for the hours worked before lunch (e.g., 8:00 a.m. to 12:00 p.m.) then enter time for the remainder of the day (e.g., 1:00 p.m. to 5:00 p.m.)

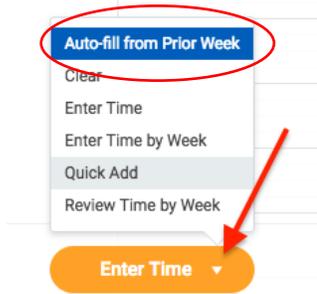
The screenshot displays a timecard entry interface. At the top, a calendar header shows the days of the week: Mon, 11/16, Tue, 11/17, Wed, 11/18, and Thu, 11/19. The date 'Mon, 11/16' is circled in red. Below the calendar is the 'In/Out Times' section. A plus sign (+) is visible, indicating where to click to add a new time entry. Two time entries are currently displayed. The first entry has an 'In' time of 08:00 AM and an 'Out' time of 12:00 PM. The second entry has an 'In' time of 01:00 PM and an 'Out' time of 05:00 PM. Both entries have 'Administrative Coordinator' selected for the 'Position' field and 'Hours Worked' selected for the 'Time Type' field. A minus sign (-) is also visible below the second entry, indicating where to click to remove it.

4. If you need to add additional blocks of time for the day, click the plus sign.
5. If you have more than one position, make sure the the Position field is correct for the hours you are entering.
6. Click on the next applicable day; continue for the rest of the week.
7. When your timecard is complete, click OK.
8. Click Submit.
9. In the confirmation screen, review the totals you are submitting and enter a Comment for your approver if applicable.
10. Click Submit again. Reported hours will route to your approver via email notification.

Using Auto-Fill From Prior Week

This option copies hour from one week to another. If necessary, you can modify the hours after they are copied.

1. Click on the arrow next to Enter Time and select Auto-fill from Prior Week.



2. Select the week that matches the same pattern of the current week. NOTE: Clicking on auto-fill will override previously entered information entered for that week.
3. Click OK.
4. Your timecard will auto populate with the hours from the week that you selected. If any part of the week is different, click on the timeblock to open up the entry and make the changes. Your changes are automatically saved.
5. When your timecard is complete, click Submit.
6. In the confirmation screen, review the totals you are submitting and enter a Comment for your approver if applicable.
7. Click Submit again. Reported hours will route to your approver via email notification.

Using Check in Check out

This option works like a Time Clock (i.e., a quick way to record hours with one click at the beginning and end of your day).

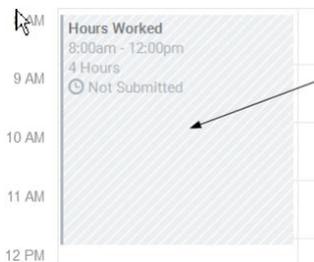
1. At the beginning of your day, log into Workday and click on the Time icon in the Applications pane.
2. In the Time Clock Clock pane, click Check In.
3. In the Time Type field, enter Hours Worked.
4. At the confirmation screen, click Done.
5. At the start of your first break, click Check Out.

6. Click OK. Workday records the block of time in your time sheet.
7. When you return from your break, repeat steps 2 through 4.
8. At the end of your day, click Check Out.
9. Discuss with your approver if they would like you to submit your timecard at the end of the pay period or if they will submit it during their approval process.

Updating your timecard after it has been submitted

The system will allow you to make changes to your timecard after it has been submitted and/or approved, as long as the pay period is not locked yet.

1. From your calendar click on the timeblock (8:00 a.m. to 12:00 p.m. in the example below) that you would like to update.



2. Enter your changes (changed to 1:00 p.m.) and then click OK.

When you make a change to a timecard that was previously submitted, the Submit button will reappear.

3. Click Submit.
4. In the confirmation screen, review the totals you are re-submitting and enter a Comment for your approver if applicable. This would be an opportunity to explain the reason that you are resubmitting your timecard.
5. Click Submit again. Revised hours will route to your approver via email notification.