

Time Entry-OPS Employees

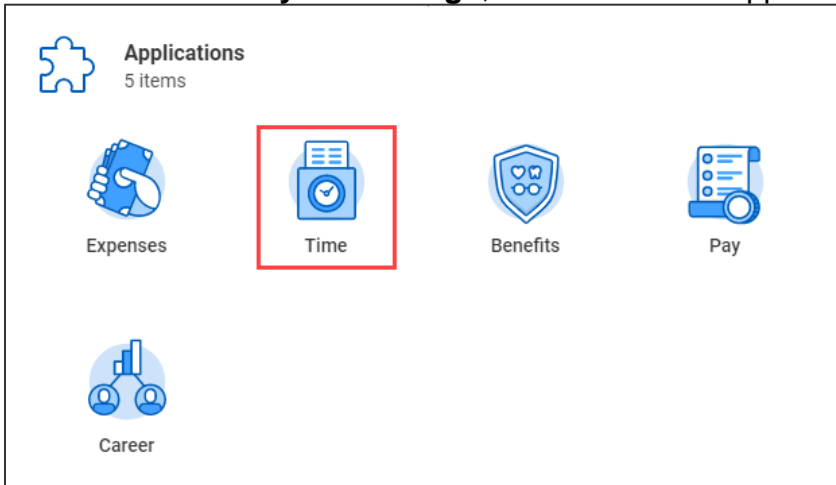
All OPS employees who enter time (hours worked) will do so in Workday via the **Check In/Check Out** process.

***NOTE: Only your Manager can correct a Time Clock event, before or after submission.**

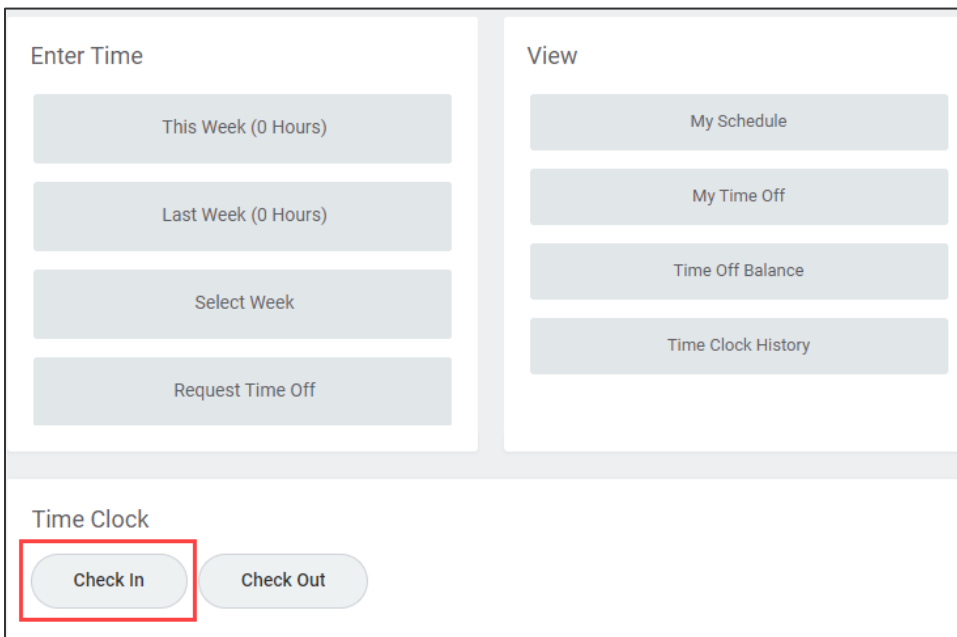
ENTER TIME VIA CHECK IN/CHECK OUT

CHECK IN

1. On the **Workday Home Page**, select the **Time** application

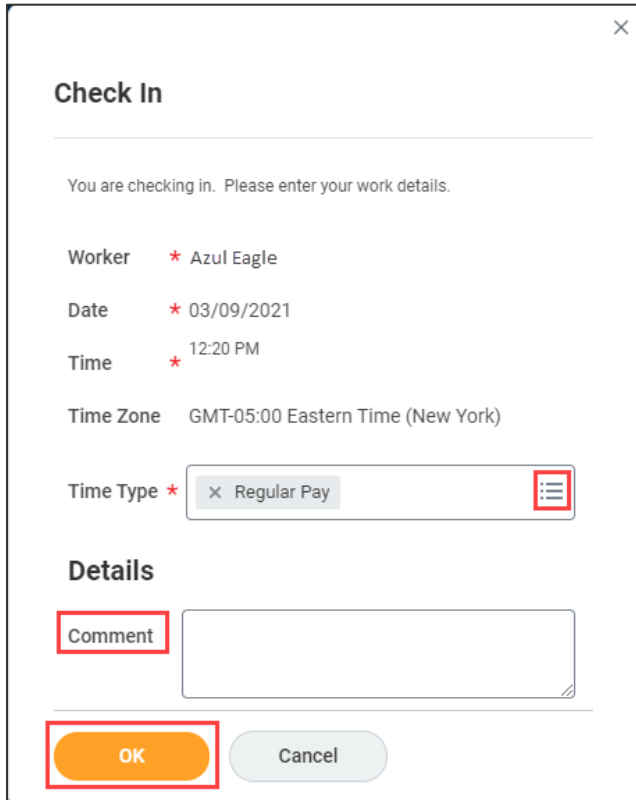


2. Select **Check In** from the **Time Clock** menu



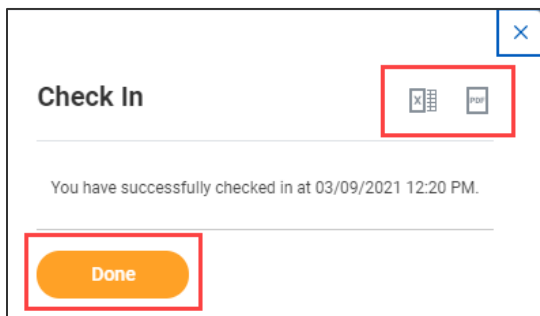
- The **Check In** box will appear. **Time Type** will default to **Regular Pay**; click the menu icon for other options. Add **Comments** if desired. When finished, click **OK**

***NOTE:** *Employees with multiple positions should be sure to select the correct position from the drop down menu available.*

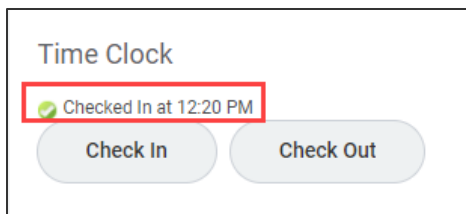


- A **Check In** confirmation popup message will appear; click **Done** to complete **Check In**.

***NOTE:** *Use the icons at the top right to export your **Check In** information to an Excel file, or display a printable PDF*

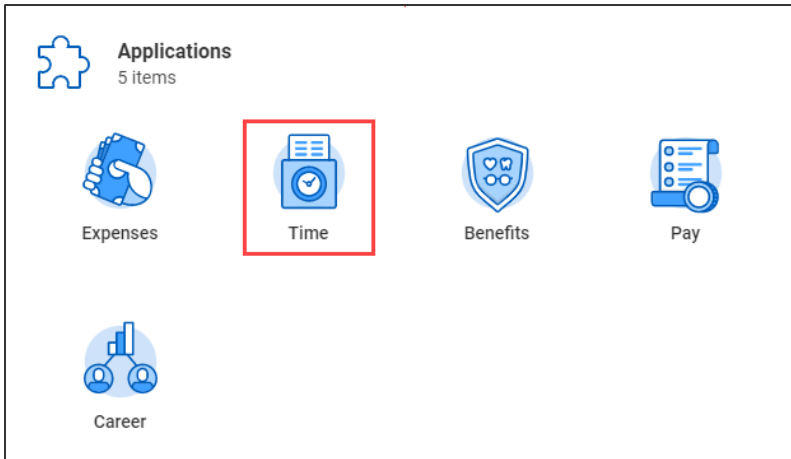


- Your current Check In/Check Out status displays in the **Time Clock** menu

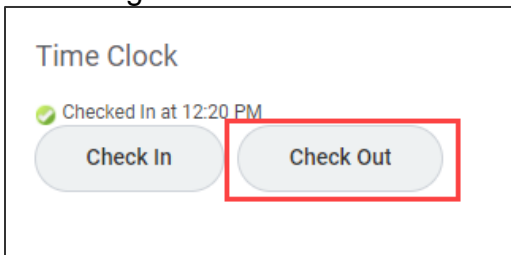


CHECK OUT

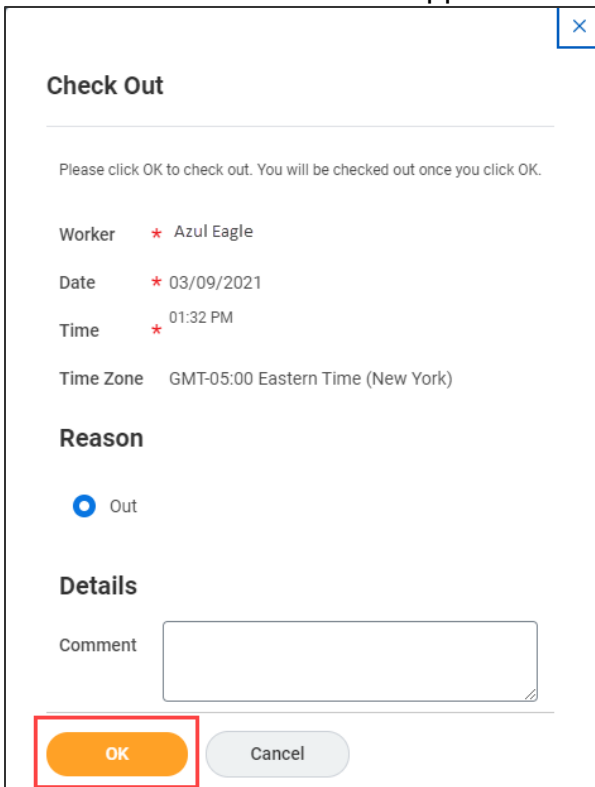
1. On the **Workday Home Page**, select the **Time** application



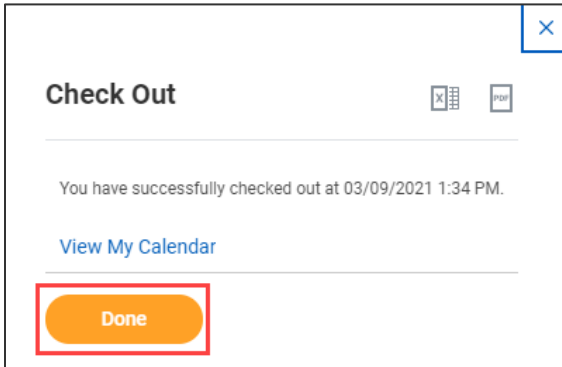
2. Navigate to the **Time Clock** section and click **Check Out**.



3. The **Check Out** box will appear. Select **OK** to **Check Out**.

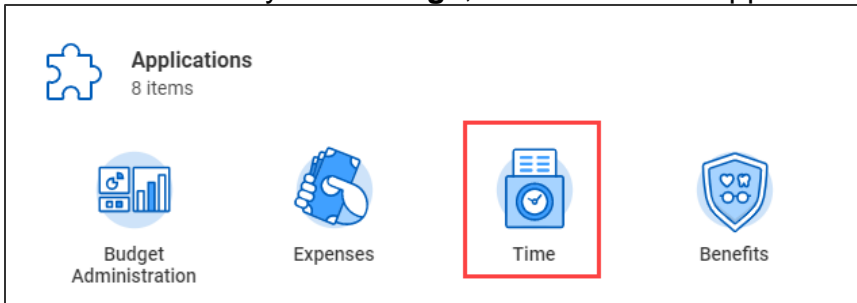


4. The **Check Out** confirmation popup appears; click **Done** to complete **Check Out**

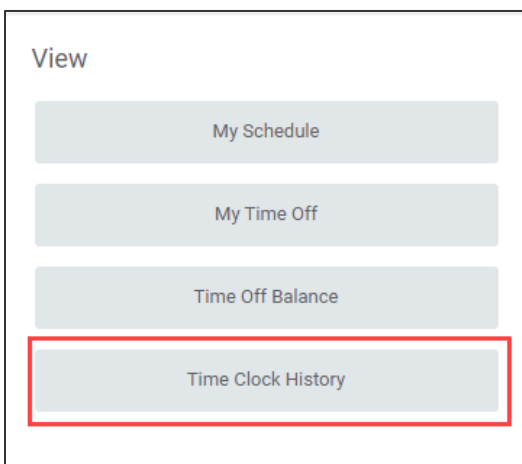


VIEW TIME CLOCK HISTORY & SUBMIT TIME

1. On the Workday **Home Page**, select the **Time** application



2. From the **View** menu, select **View Time Clock History**



3. The **My Time Clock History** screen displays. Here you can view all **Time Clock** events for the current time period, including **Unmatched Clock Events** (a **Check In** without a matching **Check Out**). Use the buttons to navigate to **Previous Week**, **Next Week**, and **View My Calendar**

My Time Clock History Azul Eagle

Displaying Clock Events from 03/07/2021 to 03/13/2021

Unmatched Clock Events 1 item

Clock Event	Day of the Week	Date	Time	Time Zone
Check-in	Thursday	03/11/2021	10:20 AM	GMT-05:00 Eastern Time (New York)

Matched Clock Events 2 items

Clock Event	Day of the Week	Date	Time	Time Zone	Time Block
Check-out	Tuesday	03/09/2021	01:34 PM	GMT-05:00 Eastern Time (New York)	Q
Check-in	Tuesday	03/09/2021	12:20 PM	GMT-05:00 Eastern Time (New York)	Q

4. Select View My Calendar

My Time Clock History Azul Eagle

Displaying Clock Events from 03/07/2021 to 03/13/2021

Unmatched Clock Events 1 item

Clock Event	Day of the Week	Date	Time	Time Zone
Check-in	Thursday	03/11/2021	10:20 AM	GMT-05:00 Eastern Time (New York)

Matched Clock Events 2 items

Clock Event	Day of the Week	Date	Time

5. On the **Enter Time** screen, review your **Time Calendar** entries for accuracy; an **Unmatched Clock Event** will generate an **Error** message. Return to the **Check In/Check Out** menu to correct the **Unmatched Clock Event**.

The screenshot shows the 'Enter Time' interface for Azul Eagle. At the top, a red box highlights a notification that says '1 Error' with a 'View All' link. An error dialog box is open, displaying the message: 'Error: 1. Page Error - Time Entry Unmatched Clock Events'. In the calendar view, a red box highlights an 'Unmatched Check-in' event at 10:20am on Thursday, March 11, 2021, with a 'Needs Attention' icon. Other events include 'Time Period Lockout' (02/21/2021 - 03/06/2021) and 'Regular Pay' (12:20pm - 1:34pm, 1.233333 Hours). The right-hand 'Summary' panel shows: Regular 1.233333, Overtime 0, and Total Hours 1.233333.

6. When **Unmatched Clock Events** have been corrected, the **Review** button will appear; click it to **Submit** the hours entered on the **Time Calendar**.

This screenshot shows the 'Enter Time' interface after corrections. The error message is no longer present. The calendar view shows 'Regular Pay' events for Tuesday, March 9, and Thursday, March 11, 2021. The 'Summary' panel on the right now displays: Regular 1.766666, Overtime 0, and Total Hours 1.766666. A blue 'Review' button is highlighted with a red box in the bottom right corner of the interface.

7. On the **Submit Time** screen, review the information for accuracy; click **Submit** to submit your **Time for Approval**.

Submit Time
✕

Thank you for submitting your time!

Following date range will be submitted for approval.

March 7 - 13, 2021 : 1.766666 Hours Total

Total for March 7 - 13, 2021

Regular	1.766666
Overtime	0
Total Hours	1.766666

Submit
Cancel

8. A **Submission Confirmation** popup message appears, indicating the next step in the **Time Entry** process

You have submitted

Up Next: [Joe Manager, Approval by Manager](#)

[View Details](#)

✕

9. Access your **Workday Inbox Archive** to view **Details** of your **Time** submission; click the **Process** tab to view the steps in the process.

Inbox

Archive

View Event Time Entry: Azul Eagle : - 1.766666 hours from 03/07/2021 to 03/13/2021

6 minute(s) ago - In Progress: Mr. Michael C Miller

For **Azul Eagle**

Overall Process Time Entry: Azul Eagle - 1.766666 hours from 03/07/2021 to 03/13/2021

Overall Status In Progress

☰ 🗨 🔍

Details Process
Turn off the new tables view

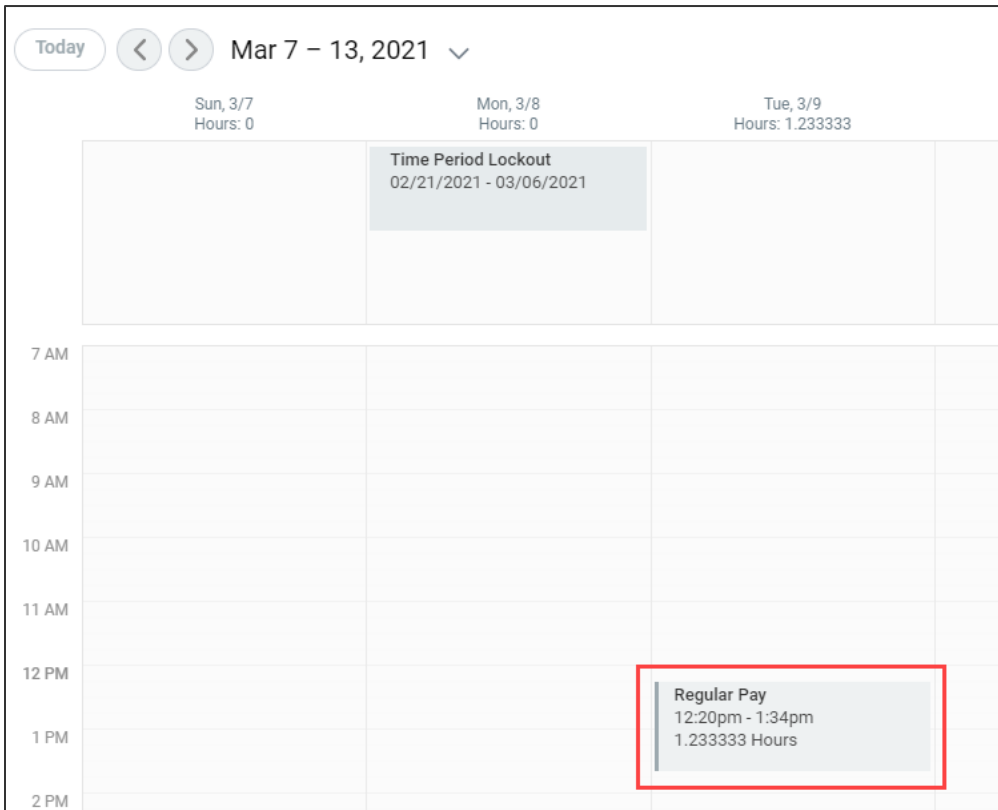
Reported Time Block 2 items

Time Block	Time Block Updated or Deleted	Date	Reported Quantity	Time Entry Code	In	Clock Event	Out	Clock Event	Out Reason	Source	Comment
Q	Updated	03/09/2021	1.233333 Hours	Regular Pay	03/09/2021 12:20 PM GMT-05:00 Eastern Time (New York)	Azul Eagle -- 03/09/2021 12:20 PM - In	03/09/2021 01:34 PM GMT-05:00 Eastern Time (New York)	Azul Eagle - 03/09/2021 1:34 PM - Out	Out	Time Clock Events	
Q	Updated	03/11/2021	0.533333 Hours	Regular Pay	03/11/2021 10:20 AM GMT-05:00 Eastern Time (New York)	Azul Eagle - 03/11/2021 10:20 AM - In	03/11/2021 10:52 AM GMT-05:00 Eastern Time (New York)	Azul Eagle :- 03/11/2021 10:52 AM - Out	Out	Time Clock Events	



VIEW DETAILS OF SUBMITTED TIME

From the **Time Entry** calendar (see **Steps 1-4** under **View Time Clock History and Submit Time**):

1. Select a **Time** block to view detailed information about your time entry.



2. The **Time Block** screen displays
 - a. Click the **Reported** tab to view reported work time
 - b. Click the **Calculated** tab to view calculated time
 - c. Click the **History** tab to view the process history of a particular time entry
 - d. Use the icons at the top right to export the information to an Excel file, or view a printable PDF
 - e. When you have finished reviewing, click **Close**

Time Block D  

1.233333 Hours on 03/09/2021 ...

Worker [Azui Eagle](#)

Date 03/09/2021

Status Submitted

A B C

Reported Calculated History

Reported Quantity 1.233333 Hours

Time Entry Code Regular Pay

In 03/09/2021 12:20 PM GMT-05:00 Eastern Time (New York)

Clock Event [Azui Eagle](#) - 03/09/2021 12:20 PM - In

Out 03/09/2021 01:34 PM GMT-05:00 Eastern Time (New York)

Clock Event [Azui Eagle](#) - 03/09/2021 1:34 PM - Out

Out Reason Out

Source Time Clock Events

Comment (empty)

Close E