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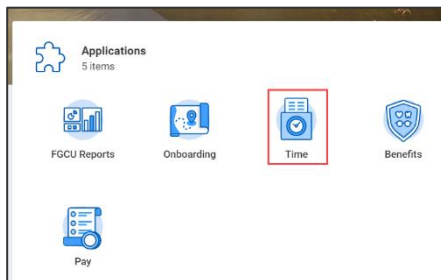
## Time Entry – University Law Enforcement Officers

All FGCU Law Enforcement Officers who enter Time (hours worked) will do so in Workday via the Check in/Check out process.

### Enter Time Via Check in/Check out

#### Check In:

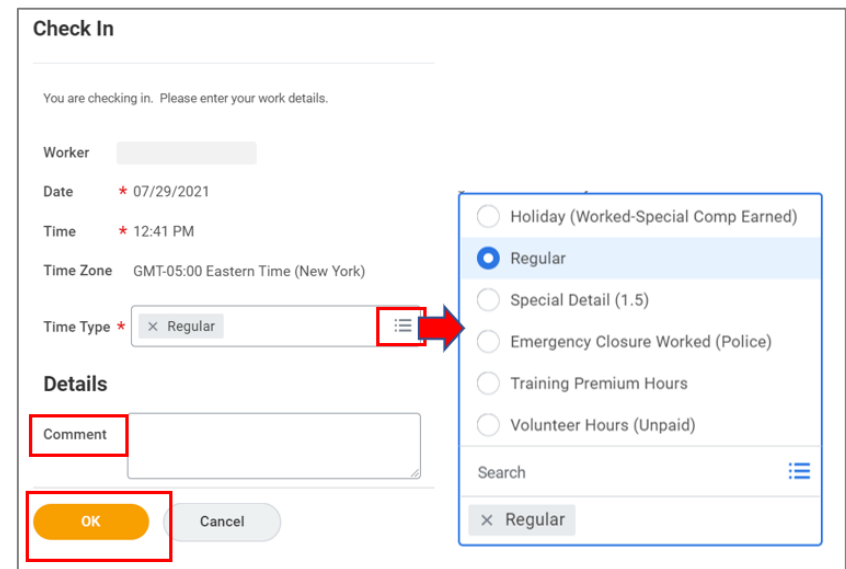
1. From the Workday Home Page, select the **Time** application.



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

3. The **Check In** box will appear. **Time Type\*** will default to Regular, click the menu icon for other options and choose the correct Time Type. Add comments if desired and when finished, click **OK**.

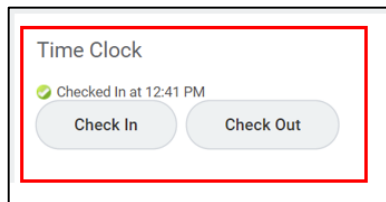
- Hours worked that are eligible for Field Training Officer premium should be entered as **Training Premium** hours; these will be paid at 1.05 times the rate of regular pay.
- Hours worked that are eligible for Special Detail pay should be entered as **Special Detail**, these will be paid at 1.5 times the rate of regular pay.



\*If more than one **Time Type** is worked in a single shift, it is necessary to clock out and back in under the new time type.

**Example:** Employee works regular shift until 6:00 pm and then immediately begins a special detail event at 6:01 pm. The employee needs to check out and check back in under the **Special Detail** Time Type.

4. A **Check In** confirmation popup message will appear; click **Done** to complete check in. The icons on the top right can be used to export your check in information to an Excel file or display a printable PDF.



5. 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** from the list.
3. The **My Time Clock History** screen displays. Here you can view all time clock events for the current time period, included any **unmatched time events** (i.e. a check in without a matching check out). Use the buttons to navigate to previous week, next week and view my calendar.
4. **View My Calendar** is used to access the weekly time calendar.
5. On the **Enter Time** screen, review your time calendar entries for accuracy. Then click the **Review** button to submit.
  - a. An **Unmatched Clock Event** will generate an error message. Return to the Check In/Check Out menu to correct the unmatched clock event. Corrections to previous time clock entries must be done by your manager or departments timekeeper.
  - b. **Time off Requests** will show as submitted or approved at the top of the calendar.
  - c. **Summary** of total weekly hours is displayed on the right.
  - d. **Important: Any unworked hours i.e., Holiday Observed, Holiday (Not Scheduled to Work – Special Comp Earned), and Emergency Closure (Not Worked), will need to be entered by your manager or department’s Timekeeper using the Enter Time Task.** *These are not time off types in Workday and therefore cannot be initiated by the employee as a Time Off Request.*

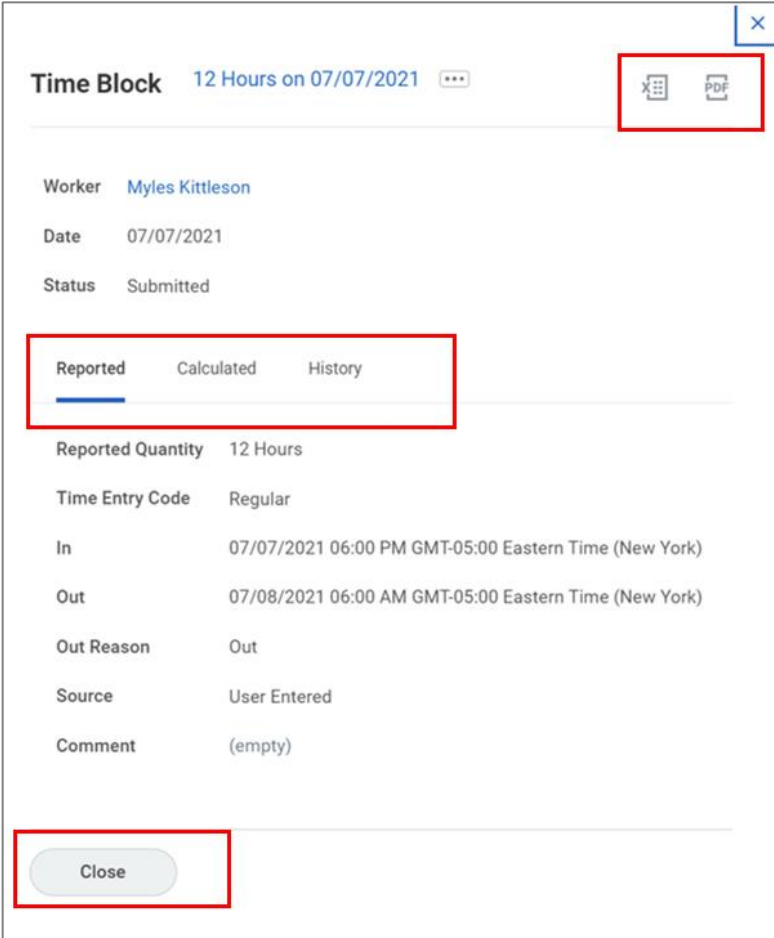
- e. Biweekly Pay Period ends on Saturday. Shifts started before 6:00am on Sunday will be paid in the current period. Note: the following Sunday is displayed on the Time Calendar for viewing purposes, but those hours (shifts starting after 6:00am) are counted in the following week.
6. The **Submit Time** screen will display, where you may review and confirm time entered, add comments, and submit your time for approval, or cancel and return to the **Time Calendar**.
  7. A submission confirmation popup message will appear, displaying the next step in the time entry sequence/business process.
  8. To review detail of your time submission, access your Workday **Inbox Archive**. Click the **Process** tab to view the steps in the process.

## View Details of Submitted Time

From the **Time Calendar** (see Steps 1-4 in previous section)

1. Click a time block from the calendar view 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 to Excel or view a printable PDF.
- e. When you have finished reviewing, click **Close**.



**Time Block** 12 Hours on 07/07/2021

Worker: Myles Kittleson  
Date: 07/07/2021  
Status: Submitted

Reported Calculated History

Reported Quantity: 12 Hours  
Time Entry Code: Regular  
In: 07/07/2021 06:00 PM GMT-05:00 Eastern Time (New York)  
Out: 07/08/2021 06:00 AM GMT-05:00 Eastern Time (New York)  
Out Reason: Out  
Source: User Entered  
Comment: (empty)

Close