

**SUMMARY**

Classified or 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.

**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. If a Manager or Timekeeper enters time on behalf of an employee, the employee's time will automatically go into an approved status.

1. Managers and Timekeepers can begin entering time two ways:
  - a. Search for "Enter Time for Worker." Enter the correct employee into the Worker field and choose the appropriate date. Click **OK**.
  - b. Enter the employee's name in the search box and identify the correct employee in the search results. Click on the **Action** button under the employee's name. Hover over Time and Leave and select Enter Time. Confirm the worker and date are accurate, and then click **OK**.
2. Employee as self:
  - a. From the Workday homepage, click the Time App. Select either This Week or Select Week, and then click **OK**.

Managers can also navigate to the My Team App. Hover over the employee's name and click the Action button in the top corner. Hover over Time and Leave and select Enter Time. Confirm the worker and date are accurate, and then click OK.

**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:

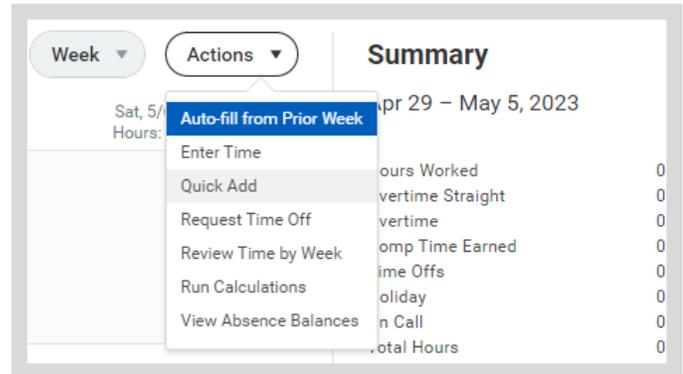
1. Click on the day you want to enter time, and a prompt box will open. Fill in the following information and then click OK.
  - a. The **Time Type** field will default to Hours Worked.
  - b. In the **In** field, enter your time in.
  - c. In the **Out** field, enter your time out.
  - d. The **Out Reason** will default to Out.
  - e. Your Hours will update automatically based on your time in and out.
  - f. Enter any additional Comments in the Comment field.
  - g. Continue entering time for the week or any additional days worked.
  - h. Once you have completed entering time for the day(s), click **OK**.

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**

The Quick Add method allows you to create a time block and copy it to multiple days in a week. From the Time Entry Calendar:

1. Click the Actions button in the top right corner and select **Quick Add**
2. The **Time Type** field will default to Hours Worked. Use the prompt to select the appropriate time entry code
3. Click **Next**
4. On the Quick Add screen, complete the following information:
  - a. In the **In** field, enter your time in.
  - b. In the **Out** field, enter your time out.
  - c. The **Out Reason** will default to Out.
  - d. Click the checkbox next to the days of the week you want to copy for the time entry.
  - e. Click the Add button to enter additional In and Out times for the selected days.



The Auto-fill from Prior Week option in the Actions drop down menu allows you to copy previous time blocks to the current week. You can then make changes to the copied time blocks as necessary.

**Quick Add**

Worker: Mike the Tiger (00001438)

Start Date: 04/29/2023

End Date: 05/06/2023

Time Type: Hours Worked (Non-Students)

In:

Out:

Out Reason:

Saturday

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

5. Once all Quick Add entries are added, click **OK** in the bottom left of the screen.
6. Click **Review** in the bottom right to finish, and then click **Submit** for the time entry to route to your manager for approval.

**VIEW TIME OFF BALANCES**

You may view your time off balances time from your Time Entry Calendar.

1. Click the Actions button in the top right corner and select **View Absence Balances**.
  - a. The Balances as of date field will automatically populate to today's date. If you would like to view your absence balances as of a specific date, you may change the date field and press enter. To finish viewing, click **OK**.

