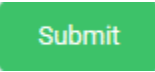# Time Entry Tips & Tricks
Positive Time Reporters

Enter & Submit Weekly Time

From the **Home** page:

1. Click the **Time** worklet.
2. Select the **This Week** button to access the weekly calendar.
3. Click the **Enter Time** button at the bottom left corner of the screen and select **Auto-fill from Schedule.**
4. Your scheduled weekly hours will populate in the grid. Uncheck any days in which you requested time off or any designated holiday. *(e.g. I have vacation scheduled to start this Friday, so I will uncheck the checkbox next to Friday.)*
5. Weekly Totals of time worked and time off display at the top right corner of the page. This includes any overtime or compensatory time submitted (with prior manager approval).
6. Click [Submit] twice to submit your hours for the week. ***Time should be submitted weekly during your last working shift of the week.*** *(e.g. My last work day is scheduled for Friday, so I submit my time sometime on Friday.)*

➢ **Leave Without Pay** – If you do not submit your fully scheduled hours for the week (e.g. 40 hours) the amount of unsubmitted hours will populate a *Leave Without Pay* message on the last day of the week. If your week is showing leave without pay, please review your entered time to ensure you have put in your fully scheduled hours for that week (this can be a combination of Time Entry and Time Off).

➢ **Work Schedule** – If your schedule in Workday (**My Schedule**) does not reflect your actual work schedule, you can submit a "**Change in Work Schedule**" form: www.gcccd.edu/formsdepot-district/documents/CHANGE-IN-WORK-SCHEDULE-080310.doc

➢ **Pay Period Start/End Dates & Lockout**

   o Pay Period Start and End Dates are labeled in your weekly calendar view
   o Pay Period Lockout – occurs 3-6 calendar days after the end of a pay period. Time can be corrected, entered, submitted, and approved until 11:59pm on the day of pay period lockout. If you must enter or edit time after this date, contact payroll directly on instructions on reporting your time. (x7902)

Time Off Requests

➢ **Vacation/Leave Balances** – accessible through the **Time Off** worklet.
➢ **Time Off Requests –** when possible, Time Off requests should be made in advance and approved by your manager prior to taking the time. Time Off requests can be made through the **Time Off** worklet (*See Activity 2.1, pg. 21 in the Time Entry Workday Manual*). Multiple days can be requested at the same time as long as it is the same type of time off and same quantity of hours.
➢ **Situational Time Off** (e.g. sick, personal necessity) – certain time offs cannot be made in advance due to the uncertainty of hours requesting. Please report these time off types as soon as possible or enter them when submitting your weekly time entry. (*See Activity 1.4, pg. 11 in the Time Entry Workday Manual*)