

ENTERING TIME IN WORKDAY@OK

THIS GUIDE IS FOR: HOURLY EMPLOYEES AND CONTINGENT WORKERS

1. All employees are responsible for submitting their time by the deadline set by their agency's Human Resources department. Please reach out to your agency HR for your agency's time submission timeline or policy. Contingent workers should also enter time as required by the agency. Beginning on the Workday@OK homepage, select **View all Apps → Time**.
2. From this application, employees will either check in/out as needed, or select the **correct period** (e.g., this week, last week or select a specific week) to enter time by period or by type. Please consider the below instructions based on your view in Workday@OK.
 - a. **To check in or out:**

Note: Use this method if you see **Check In** and **Check Out** buttons on your **Time** application page listed under **Time Clock**.

 - i. **Check in:** Select **Check In** at the start of your working day. On the pop-up menu, select the appropriate time type (e.g., regular, administrative leave). Complete the **User Fields** as directed by your agency HR. Select **OK**.
 - b. **Check out:** Return to the **Time** application and select **Check Out**. You will use this to leave for breaks, mealtimes and to check out at the end of your working day. Select **OK**. Note: If you are leaving for a meal, remember to check in again when you return. Time punch corrections may only be added or corrected by your manager.
 - c. **Enter time (by calendar):** Identify a day for which you would like to enter time and select the day. Enter the appropriate details considering the below options:
 - i. **Hours** (elapsed time): Enter the total number of hours that were worked (e.g., Hours: 8, instead of 08:00-17:00). If you are assigned to a project or taking partial time exceptions (e.g., 2 hours Sick), please ensure those hours are included as a separate entry. When submitting time for a project, be sure to select the project from the **User Fields**.

Note: The days you have not entered time will appear on the calendar as **Scheduled**. Time will still need to be entered for each day for approval.
 - ii. **User Field(s):** Fields 1, 2 and 3 may be used to help identify hours worked. Each agency will use these fields differently. Please consult your supervisor to understand how your agency uses these fields.
 - iii. **Actions → Autofill:** You may select to auto-fill your time either from the previous week's submission or from your schedule.
 - d. **Enter time (by type):** Using the table format, enter the appropriate details considering the below options:
 - i. **Time Type:** Enter the appropriate time type (e.g., project, absence). It will auto-populate to **Regular Hours**. If you need to choose a different time type, select the bulleted list icon to choose from time entry codes or absence list.

Note: if you are in a project agency, all hours worked will be Project project code. Project codes will now be listed as agency number project ID_activity ID. To find your project codes for your agency, input your



- agency's number in the **Time Type** field and select enter on your keyboard.
- ii. **Worktag(s):** Worktags may be used to help identify hours worked (e.g., **Resource Category, User Field**). Each agency will use these fields differently, please consult your supervisor to understand how your agency uses these fields.
 - iii. **Hours** (elapsed time): For each day enter the total number of hours that were worked (e.g., 8 instead of 08:00-17:00). The entered time will appear on the selected day as 'Not Submitted' until approved by the manager. If you are assigned to a project or have more than one time type (e.g., 2 hours Sick), please ensure those hours are included on a separate row. Create a new row by selecting the plus (+) symbol.
 - iv. **Comments:** Enter details related to the hours worked (if necessary).
 - v. **Autofill:** Select **Autofill from Prior Week** to duplicate the time submission from a previous week.
3. Select **OK** → **Review** → **Submit**. Note: Time is not submitted for approval until you select **Submit** on the review page. Time submission will now route to the timekeeper and manager for approval. A Workday@OK notification will be sent upon approval or request for edits.