

TIME TRACKING FOR PROJECT AGENCIES

THIS GUIDE IS FOR: EMPLOYEES

All employees are responsible for submitting their time by the deadline set by their agency's Human Resources department.

1. Beginning on the Workday@OK homepage, select **View all Apps → Time**.
2. Select the appropriate period (e.g., this week, last week or select a specific week). Note: Project time can be entered for the current day and past days but cannot be entered in advance.
3. Workday@OK will display the page **Enter Time by Type**.
4. Using the table format, enter the appropriate details considering the below options:
 - a. **Time Type:** Enter the appropriate time type (e.g., Project, absence). All employees in a project agency will use a project code for all hours worked. From the **Time Type** drop-down menu, in the search area, type in the project number and select enter. You will see the available project/activity options. Select the correct project/activity. Do not select **Projects** from the dropdown as it will return an error for too many project/activity values.
Note: Project codes in Workday@OK will combine agency number, project ID and activity ID with an underscore symbol separating each (i.e. 000_0000000000_000). For additional assistance identifying the correct project code, please contact your supervisor or Human Resources. You should only enter either a project number or an absence time. Never select a time entry code under time type!
 - b. **Worktag(s):** Worktags may be used to help identify hours worked. Each agency will use these fields differently, so please consult your supervisor to understand how your agency uses these fields. Users can select a single worktag from each category available in the Worktag box. Time will default to **Reg Hours** if nothing is selected from the **Time Type** selection in the Worktag box. Be sure to use only valid **Time Types** for your agency. At this time, do not use the Time Types of 'Evening', 'Midnight', 'On Call' or 'Shift'. These are not applicable to project agencies. Multiple selections can be made but only one from each option.
 - c. **Hours (elapsed time):** For each day, enter the total number of hours that were worked (e.g., 8 instead of 08:00-17:00). If you have multiple projects or have more than one time type (e.g., 2 hours Sick), please ensure those hours are included on a separate row by selecting the plus icon (+) as the top of the column. Create a new row by selecting the plus (+) symbol.
 - d. **Comments:** Enter details related to the hours worked (if necessary).
 - e. **Autofill:** Select **Autofill from Prior Week** to duplicate the time submission from a previous week. The Autofill can bring in only the Time Types and Worktags if the box 'Do not copy hours' is selected. Otherwise, time types will also bring over the hours from the prior week. This can be dangerous for project agencies as many employees work differently each week.
5. Once time has been entered, select **OK → Review → Submit**. Note: Time is not submitted for approval until you select **Submit** on the review page. Review and submit function together. You cannot review on one day and submit on a different day. If you are not ready to submit, you can cancel the review.

TIPS AND TRICKS

To streamline the time-entry process, there are a few shortcuts within Workday@OK which are highlighted below.

1. Select the **Autofill from Prior Week** button if you would like the timesheet to be filled with the same information as last week. Note: You are able to edit the time entry from this screen if needed or create without the hours coming forward by checking the 'Do not copy hours' checkbox. Care must be taken by employees and managers to make sure that time is updated if this option is not used.
2. Under the **Time Type**, select **Most Recently Used** for quick access to recent project codes.
3. At the bottom of the page, select **Set Default Projects** to make it easier to quickly select relevant projects for your weekly time entry. Note: You can choose as many projects as needed.
4. Once time is reviewed and submitted, you cannot return to the grid for time changes without going back to the Apps menu for Time Entry.