

TIME TRACKING FOR SALARIED EMPLOYEES

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).
3. Workday@OK will either display an option to enter time by calendar or by type. Please consider the below instructions based on your view in Workday@OK. Note: If you only report time exceptions outside of your normal 40 hours, only enter time for hours outside of your normal schedule (e.g., leave comp time earned, sick leave, annual leave, holiday). For more information, please contact your agency's Human Resources.
 - a. **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 autofill your time either from the previous week's submission or from your schedule.
 - b. **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., regular time, absence, project). 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.
 - ii. **Worktag(s)**: Worktags 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. **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.
4. Select **OK → Review → Submit**. Note: Time is not submitted for approval until you select **Submit** on the review page. Next, time submission will be routed to manager for approval.