TIME TRACKING IN WORKDAY@OK
THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

NOTE: This user guide provides insight into the process and role overview of entering time for hourly and salaried employees in Workday@OK, accrual adjustments and enabling eligibility leave.

ROLE OVERVIEW
HR partners can review, approve and submit time on behalf of state employees. Shared Services individuals should refer to specific agency contracts for additional guidance on which tasks to complete for each agency.

WORKDAY@OK TIME ENTRY METHODS
There are multiple ways in which employees will enter time in Workday@OK; however, all employees will use the **Time Application** to begin the process. They can access this application by selecting **View All Apps → Time** from the Workday@OK homepage, or by inputting **Time** in the search bar. Through this application, and depending on their role, employees may:

1. **Enter time for projects.** Employees assigned to projects may enter hours worked towards their assigned projects. This is the **Enter Time by Type** view.
2. **Enter time by hour (elapsed time).** Employees may enter hours worked towards their salaried or hourly positions. This is the **Enter Time by Calendar** view.
3. **Manual time entry.** For some employees, they will need to manually enter time blocks into Workday@OK (e.g., 7 a.m.-11 a.m.; noon-4 p.m.). This can also be done from the **Enter Time by Calendar** view.
4. **Check in/Check out.** For some employees, they will need to make time entries marking their work start and end times by selecting **Check In** or **Check Out** using the time clock worklet within the time application.

Note: There are several agencies who do not use Workday@OK to enter time. Additionally, employees who work on a 9/80 schedule will use hours in/out on their split day entering hours in/out before noon and hours in/out after noon. All split days will split at noon on a designated day.

ENTER AND SUBMIT TIME FOR WORKER
Please keep in mind hours submitted by HR Shared Services will not be routed for approval but rather approved immediately.

1. Beginning on the Workday@OK homepage, select the **Search Bar**.
2. Type and select **Enter Time for Worker**.

   Pro tip: You may also enter time for a worker from anywhere in Workday@OK by selecting the **Related Actions Icon → Time and Leave → Enter Time for Worker.**

3. Type the name of the worker in the **Worker** field and enter the date for which you wish to enter time. Workday@OK will open a calendar or time type view based on the employee's ability to enter time (e.g., by project, by hour or by checking in/out).

4. To enter time, select a day on the calendar. Workday@OK will open a window where you may enter the time by project, hour or checking in. Additionally, the **Actions** icon may be used to expedite the process (e.g., Autofill from Prior Week). Note: Not all employees will have the same options available through the **Actions** button.

   Note for 9/80 employees: When entering time on behalf of the worker, enter two blocks for the split day. Use **Hours In/Out** time for the first block and **Hours In/Out** time for the second block. The day must split at noon.

5. Select **OK** → **Review** → **Submit.** Note: Be sure to check all hours for the week have been submitted before leaving the page. Once you submit hours for any day in the week, scheduled hours will also appear but are not but counted until you or the worker has entered them.

KEY REPORTS
A list of key reports that may be useful in performing activities is provided below:

REPORT NAME	DESCRIPTION
Audit – Workers with Multiple Work Schedule Calendars	This report will display a list of workers who have multiple work schedule calendars.
Audit – Workers with Multiple Time Entry Templates	This report will display a list of workers who have multiple time entry templates.