Entering and Submitting Time

There are five options for entering your hours into Workday:

1. **Time Entry Calendar**: This method works well if you need to enter time for a single day.
2. **Quick Add**: This option works well if you work the same hours multiple days in a week.
3. **Enter Time**: This option works well if you are entering hours for a number of days of the week with varied hours.
4. **Auto-Fill From Prior Week**: This option works well if you work consistent hours week after week.
5. **Check in Check out**: This option works like a Time Clock (i.e., a quick way to record hours with one click at the beginning and end of your day.)

**Enter hours worked for a pay period**

1. Log into [Workday](https://www.workday.com) using your Bowdoin ID and Password
2. Click on the Time Worklet on the Workday home page
3. Select the appropriate week

**For assistance please call:** (207) 798-7070
This will open a window in which you enter “In” and “Out” time. Your timecard will default to Hours Worked; select the Time Type menu to select other options such as Vacation and Sick.

Enter two time blocks (8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. in the example below) to account for your lunch break.

Out Reason will always default to “Out”. There is no need to enter any information within the Details section unless you want to enter a Comment (i.e. appointment). Click “Ok” to save the entry.

Click “OK” to save the entry. No need to submit your timecard at this time unless your timecard is complete for the pay period.

Your timecard is automatically saved. **Submit your timecard once it is complete for the pay period;** it will route to your approver. Your manager will receive an email notification alerting him/her of your action. Both weeks will be submitted together.

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Select Submit again at the next screen; enter a Comment for your approver, if applicable.

Quick Add:
This options works well if you work the same hours multiple days of the week.

Click on the arrow next to Enter Time and select “Quick Add”.

If you have one job select “Next“. If you have more than one job, click on appropriate job under Position. Your timecard will default to Hours; select the Time Type menu to select other options such as Vacation and Sick. Then select “Next”.

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Enter the In and Out times and then click on the days of the week that you worked. If you need to enter a lunch break, enter time for the hours worked before lunch (e.g., 8:00 a.m. to 12:00 p.m.) Click on “Add”. This will allow you to enter time for the remainder of the day (e.g., 1:00 p.m. to 5:00 p.m.) Click on “OK” to save the entry.

Your timecard is automatically saved. Submit your timecard once it is complete for the pay period; it will route to your approver via email notification. Both weeks will be submitted together.

Select Submit again at the next screen; enter a Comment for your approver, if applicable.

Select the arrow to move to the next week to enter your hours for the second week.
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**Enter Time:** This option works well if you are entering hours for a number of days of the week with varied hours.

Click on the arrow next to Enter Time and select “Enter Time”.

The day of the week for which you are entering is located at the top of your screen. Enter “In” and “Out” times and the appropriate position if you have more than one job. Your timecard will default to Hours Worked; select the Time Type menu to select other options such as Vacation and Sick.

If you need to enter a lunch break, enter time for first part of day (e.g., 8:00 a.m. to 12:00 p.m.). Then click on the “+” on the left side of the screen below where it says “In/Out Times”; another line will open up for you to enter the remainder of the day (e.g., 1:00 p.m. to 5:00 p.m.).

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Click on the next applicable day; continue for the rest of the week. Click on “OK” at the bottom of the screen to save the entries for the week.

Select the arrow to move to the next week and enter your hours. To repeat the same process as week one, refer to the Enter Time instructions above or if your hours are the same as the week prior, Auto-Fill From Prior Week:

Your timecard is automatically saved. Submit your timecard once it is complete for the pay period and it will route to your approver via email notification. Both weeks will be submitted together.

Select Submit again at the next screen which provides an option to enter a comment.

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Auto-Fill From Prior Week: This option works well if you work the same hours each week.

Click on the arrow next to Enter Time and select “Auto-fill from Prior Week”.

Select the week that matches the same pattern of the current week.

NOTE: Clicking on auto-fill will override previously entered information entered for that week. Click on “OK” to continue.

Your timecard will auto populate with the hours from the week that you selected. If any part of the week is different, click on the timeblock to open up the entry and make the changes. (There are two timeblocks listed below 8:00 a.m. to 12:00 p.m. and 3:00 p.m. to 5:00 p.m.)

Click on “OK” to save the entry. Your timecard will default to Hours Worked; select the Time Type menu to select other options such as Vacation and Sick.

Select the arrow to move to the next week and enter or auto fill your hours.

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Your timecard is automatically saved. Submit your timecard once it is complete for the pay period and it will route to your approver via email notification. Both weeks will be submitted together.

Check in Check out: A quick way to record hours with one click at the beginning and end of your day.

At the beginning of your day, click on the Time Worklet.

Under Time Clock, select Check In

At the start of your lunch break, select Check Out and then Check In again at the end of your lunch break.

Select Check Out at the end of your workday.

Discuss with your approver if they would like you to submit your timecard at the end of the pay period or if they will submit it during their approval process.

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**Updating your timecard after it has been submitted:** The system will allow you to make changes to your timecard after it has been submitted and/or approved, as long as the pay period is not locked yet. From your calendar click on the timeblock (8:00 a.m. to 12:00 p.m. in the example below) that you would like to update.

Enter your changes (changed to 1:00 p.m.) and then click “Ok” to save.

When you make a change to a timecard that was previously submitted, the Submit button will reappear. Select the submit button to resend your timecard to your approver.

Select Submit again at the next screen which provides an option to enter a comment. This would be an opportunity to explain the reason that you are resubmitting your timecard.

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