# Enter Time

## Overview

This job aid outlines the process for an Employee to enter timein Workday

### Steps

1. From the Workday Home page, click the **Time** worklet

 

1. Under Enter Time, click **This Week**



The **Time Calendar** will display

* + You can click the previous or next arrows to navigate to a time frame other than the current week
1. Click on the Day / Date for which you need to enter time worked. A blue **Enter Time** box should appear, and then a pop-up will display
	1. If you have more than one position, make sure you are using the right title for the time you are entering. You can select your different positions under the position drop down



1. Enter the number of **Hours** worked for that date



1. Click **OK.** You will see that the time has been added to the calendar



**Note:** You can click **Actions** at the top of the page to view a drop-down list of options. From there, you can select various options pertaining to time entry

 

1. Click **Review** when you have populated all your entries for the week**.** The **Submit Time** summary page will display. Review the time entered



1. Enter any comments, as needed
2. Click **Submit**

The request will be routed to your Manager for approval

This completes the **Enter Time** process for Employees