

Time entry instructions for DPW Salaried-Hourly (Rev 06/2026 - based on old test tenant)

- To find your template
 - From the Home page, go to “Personal”
 - Choose “Time”
 - Choose your week
- Enter the date for the time entry in “View Time Select Week”. The time calendar will pop up. Enter your time by clicking on the date you worked on the calendar in front of you. A “Enter Time” pop up box will appear for the day selected.

Note: Regular program time and project time have different paths. Section 2A is regular, Section 2B is project time. Look at the summary to the right. Your **template name** is at the bottom of the summary. If this does not match the title, you have the incorrect instructions. There are 7 different template instruction.

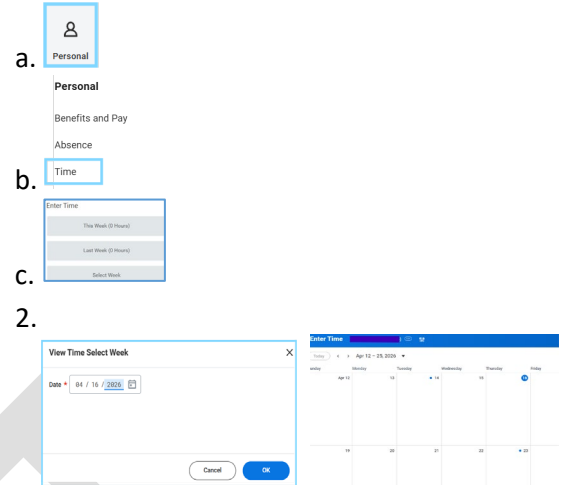
2A. This section is for regular program claims, four numeric digits.

You may enter the earn code in time type if you know it. Or you may choose **time entry codes** for a list. After you do, your page will transform.

- Enter time type
- Choose the position (fka job codes). “P” is primary, “P-JM” are secondaries.
- Enter the hours worked
- Class (this config.to be removed)
- Project time type (this config.to be removed)
- Enter the four-digit program or choose by using search of alpha or numeric values.
- If equipment is used, search for your equipment from the box.
- Cost Center (this config.to be removed)
- Fund (this config.to be removed)
- Grant Number (this config.to be removed)
- Enter any comments

Click the Blue OK button. It will populate on your calendar.

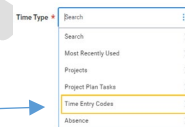
- Find your template - Click in Workday



Note:

Summary	
Apr 12 - 25, 2026	
Regular	0
Paid Time Off	0
Holiday	0
Excuse	0
On Call	0
Emergency Overtime	0
Unpaid Time	0
DPW Salaried Hourly Request	0
Total Hours	0

2A.



The image shows the 'Enter Time' form with the following fields and values: Status: Approved; Time Type: X: 877 Straight Time Pay; Position: P00004945 BUSINESS SERVICES SP.; Hours: 5.5; Class: (empty); Project Time Type: (empty); Program: X: 0100 Office Administration; Equipment: (empty); Cost Center: X: 0140 DPW Administrative Services; Fund: X: 0000 Streets; Grant: (empty); Comment: Employee may send any message about this duty. The 'OK' button is highlighted.

2B. This section is for project time claims, those alpha numeric codes like WK523xxxxx GR360xxxxx CS150xxxxx RM501xxxxx.

You may enter the project plan task number in time type, if you know it, however you must choose a valid value from the search list.

Or you may search for your project number in project plan tasks. It is recommended to have the first 5 digits for a search. After you choose your project plan task number, your page will transform.

Time Type * Search
In * Search
Out * Most Recently Used
Out Reason * Projects
Time Entry Codes
Absence

1. Enter Time Type
2. Choose the position (fka job codes). "P" is primary, "P-JM" are secondaries.
3. Enter the hours worked
4. Enter the earn code or choose an earn code from project time type-defaults to 077

Project Time Type Search

5. Enter the four-digit program or choose by using search of alpha or numeric values.
6. If equipment is used, search for your equipment in the box.
7. Cost Center (this config.to be removed)
8. Fund (this config.to be removed)
9. Grant Number (this config.to be removed)
10. Enter any comments

Enter Time

09/03/2025

Time Type * SP15080101 SP15080101 City Bldgs Art Purch & Restor

Position P0004995 BUSINESS SERVICES SP...

Hours 11

Details

Class * R099 Regular

Project Time Type * 077 Straight Time Pay

Program * 0880 DFW Equipment MGR

Equipment

Cost Center * S143 DFW Administrative Services

Fund * 0306 Special Projects

Grant * SP15080101 SP15080101 City Bldgs Art Purch & Restor

Comment

Cancel Project Search OK

Click the Blue OK button. It will populate on your calendar.

3. Now you may submit your time to the manager. It is recommended to submit your entered time at least weekly; your department rules may differ.

Notice the orange alerts in the corner. Those are advisory in nature. Each department may have their own Alerts. If there is a Red Error Alert, anywhere, you cannot go on.

Errors: 1

Cancel/delete the entry and speak to a supervisor.

Click the Blue Review button.

Summary

Feb 23 - Mar 1, 2025

5 Alerts

Week Period Calendar Actions

Thu, 2/27 Hours: 14

Fri, 2/28 Hours: 1

Sat, 3/1 Hours: 0

Pay date 02/02/2025 - 02/15/2025

Time Period End 02/16/2025 - 03/01/2025

Department of Public Works
13 Hours
WK523050001 - WK523050001
Not Submitted

Straight Time Hours	32
Overtime Hours	0
Differential Hours	5
On Call Hours	24
Paid Time Off Hours	0
Holiday Hours	0
Comp Overtime Hours	0
Unpaid Time	0
DPW IN/OUT: Total Hours	56

Review

- Attest that you agree that the hours are true and complies with policies.
Assure the time period and hours submitted matches what you would expect.
Click the Blue Submit Button.

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.
February 16 - March 1, 2025: 100 Hours

Total for February 16 - March 1, 2025

Straight Time Hours	31
Overtime Hours	32
Differential Hours	34
On Call Hours	24
Paid Time Off Hours	0
Holiday Hours	0
Comp Overtime Hours	40
Unpaid Time	0
DPW IN/OUT: Total Hours	87

Cancel **Submit**

The employee part is complete when all WORKING entries on your timecard say submitted.

- Enter your absences, if applicable.

You have submitted
Up Next: Timekeeper | Time Entry:
- 2 hours from 02/16/2025 to 03/01/2025 for...
[View Details](#)

Department of Public Works
13 Hours
WK52305001 > WK52305001
Submitted

- Choose your date(s) on the calendar and click blue continue button. Assure the right month is selected.

5. **MENU**

Absence

Request Absence

6. **Request Absence**

Calendar **Date Range**

December 2025 **< Today >**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[View Balances](#) [View Teams](#)

Cancel **Continue**

- Like above, you can enter the earn code if you know it or use the **time offs** menu.

Type of Absence*

Search

- Leave of Absence
- Time Offs
- FMLA Sick
- FMLA Vacation
- FMLA Maternity
- FMLA TFL
- FMLA SLOD
- FMLA Comp
- FMLA Misc
- FMLA Doctor Program
- FMLA Unpaid

Enter your usual start and end time. Hours will calculate automatically.
You may make comments if you please.
Click the Blue Submit Request button. It will route to your manager.

7.

Type of Absence*
x 043 Sick Leave

Start Time* **End Time***
08:00 AM 04:00 PM

Hours (Daily)
8

[Edit Individual Days](#)

Comment
you can comment

Total Request Amount: 8 Hours

Cancel **Submit Request**

End of instruction.