

Time entry instructions for Exception Time Reporters – Hours only reporters

(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** from a list. After you do, your page will transform.

- Enter your Hours
- Project time type (this config.to be removed)
- Enter the four-digit program or choose by using search of alpha or numeric values.
- An employee may make comments

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

- Find your template - Click in Workday

The screenshots show the following steps:

- Personal**: The user is in the Personal section of the Workday interface.
- Time**: The user clicks on the Time option.
- View Time Select Week**: A calendar view is shown for the week of April 12 to April 18, 2026. The user selects a date.
- Enter Time**: A form is shown where the user can enter time. The form includes fields for Time Type, Hours, and Details.

Note:
2A.

The Summary screen shows the following details:

- Summary**: Apr 12 - 25, 2026
- Regular**: 0
- Paid Time Off**: 0
- Holiday**: 0
- Election**: 0
- Unpaid time**: 0
- Exception Time Reporters - Total Hours**: 0

Below the summary, there is a list of Time Type options:

- Search
- Search
- Most Recently Used
- Project
- Project Plan Tables
- Time Entry Codes** (highlighted)
- Absence

The Enter Time form shows the following details:

- Enter Time**: Title of the form.
- Date**: 04/16/2026
- Time Type**: 077 Exception Pay
- Hours**: 8
- Details**:
 - Project Time Type**: (empty)
 - Program**: 5041 MacArthur Square
 - Comment**: Employee may send any message here about this duty.
- Buttons**: Cancel, Project Search, OK

2B. This section is for project time claims, those alpha numeric codes like WK523xxxxx GR360xxxxx CS150xxxxx RM501xxxxxx.

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

2B.

1. Enter your hours
2. Enter the earn code or choose an earn code from project time type

3. Enter the four-digit program or choose by using search of alpha or numeric values.
4. An employee may make comments

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	
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

- 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.

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

- Enter your absences, if applicable.

MENU

Absence

Request Absence

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

Request Absence

Calendar **Date Range**

April 2026 **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		

[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*

- Leave of Absence
- Time Offs
- FMLA Sick
- FMLA Vacation
- FMLA Holiday
- FMLA TIA
- FMLA SLOP
- FMLA Comp
- FMLA Other
- FMLA Dental 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.

Type of Absence*

Start Time* **End Time***

Hours (Daily)

Comment

Total Request Amount: 8 Hours

Cancel **Submit Request**

End of instruction.