

Time entry instructions for Gen. City In/Out time reporters

(Rev. 06/2026 - based on old test tenant)

1. To find your template
 - a. From the Home page, go to "Personal" 
 - b. Choose "Time"
 - c. Choose your week
2. 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.

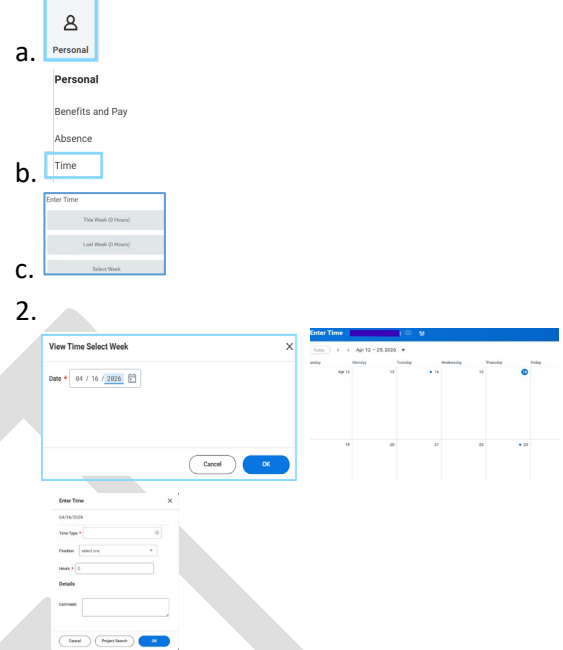
2A. This section is for regular program claims, four numeric digits.

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.

1. Enter your time in
2. Enter your time out
3. Choose "Out" even when changing jobs or tasks.
4. Hours will calculate automatically
5. Project time type, (this config.to be removed)
6. Enter the four-digit program or choose by using search of alpha or numeric values.
7. An employee may make comments
8. An employee may upload documentation

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

1. Find your template - Click in Workday



The screenshots show the following steps:

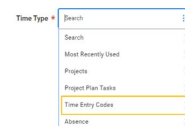
- a. Click on the "Personal" tab in the top navigation bar.
- b. Click on the "Time" tab in the left sidebar.
- c. Click on the "View Time Select Week" button.

The "View Time Select Week" dialog shows a date picker for April 12, 2026. The "Enter Time" dialog shows the "Time Type" dropdown set to "077 Straight Time Pay".

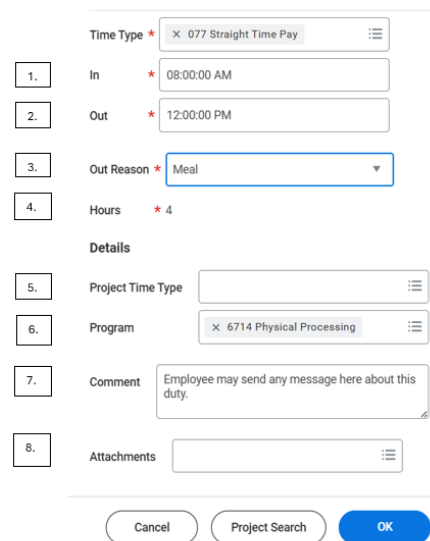
Note:

Summary	
Apr 12 - 18, 2026	
Straight Time Hours	0
Holiday Hours	0
Paid Time Off Hours	0
Weekend Shift Differentials	0
Reporting Pay	0
Comp Overtime Hours	0
Unpaid Time	0
Gen. City In/Out - Total Hours	0

2A.



The "Time Type" dropdown menu is open, showing a list of options. "Time Entry Codes" is highlighted in yellow.



The "Time Entry" form is shown with the following fields and values:

- Time Type:** 077 Straight Time Pay
- In:** 08:00:00 AM
- Out:** 12:00:00 PM
- Out Reason:** Meal
- Hours:** 4
- Project Time Type:** (empty)
- Program:** 6714 Physical Processing
- Comment:** Employee may send any message here about this duty.
- Attachments:** (empty)

At the bottom, there are buttons for "Cancel", "Project Search", and "OK".

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 **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 time in
2. Enter your time out
3. Choose Out or Meal-if it is not a meal break, it is Out. Even when changing jobs or tasks.
4. Hours will calculate automatically
5. Enter the earn code or choose an earn code from project time type

6. Enter the four-digit program or choose by using search of alpha or numeric values.
7. An employee may make comments
8. An employee may upload documentation

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.

- 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
DPM IN/OUT: Total Hours	67

[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.

5. [MENU](#)

[Absence](#)

[Request Absence](#)

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

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 Holiday](#)
- [FMLA TPA](#)
- [FMLA BLOP](#)
- [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.