

Time entry instructions for DPW In/Out Time Reporters

(Revised 6/2026-Based on old test tenant)

- To find your template 
 - From the Home page, go to "Personal"
 - Choose "Time"
 - Choose your week
- Enter the date you want to enter time to. The calendar will pop up. Enter your time by clicking on the date you worked on the calendar in front of you. A pop up box will appear.

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.

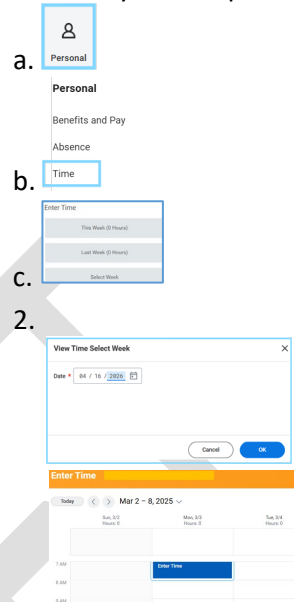
2A. This section is for regular program claims, four numeric digits.

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 time in
- Enter your time out
- Choose Out or Meal-if it is not a meal break, it is Out. Even when changing jobs or tasks.
- Hours will calculate automatically
- Choose the position (fka job codes). "P" is primary, "P-JM" are secondaries.
- Skip project time type (*needs config-remove*)
- 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.
- An employee may make comments
- An employee may upload documentation

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

- Find your template - Click in Workday



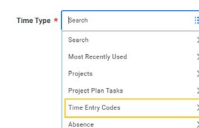
The screenshot shows the Workday interface. At the top, there's a 'Personal' menu with options like 'Benefits and Pay', 'Absence', and 'Time'. The 'Time' option is highlighted. Below it, there's a 'View Time Select Week' dialog box with a date picker set to 04/16/2025. Below the dialog, there's a calendar view for March 2025, with a date selected.

Note:

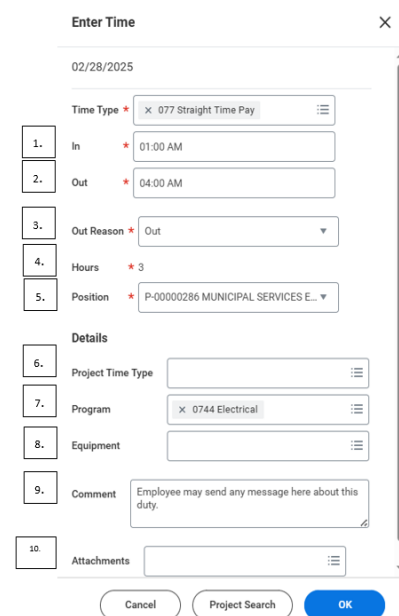
Summary
Jun 7 - 13, 2026

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

2A.



The screenshot shows the 'Time Type' dropdown menu. The 'Time Entry Codes' option is highlighted in yellow.



The screenshot shows the 'Enter Time' form. It has fields for 'In' (01:00 AM), 'Out' (04:00 AM), 'Out Reason' (Out), 'Hours' (3), and 'Position' (P-00000286 MUNICIPAL SERVICES E...). There are also fields for 'Project Time Type', 'Program' (0744 Electrical), 'Equipment', 'Comment' (Employee may send any message here about this duty), and 'Attachments'. At the bottom, there are 'Cancel', 'Project Search', and 'OK' buttons.

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 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.

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. Choose the position (fka job codes). "P" is primary, "P-JM" are secondaries.
6. Enter the earn code or choose an earn code from project time type, defaults to 077

7. Enter the four-digit program or choose by using search of alpha or numeric values.
8. If equipment is used, search for your equipment in the box.
9. An employee may make comments
10. 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
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.

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*

- [Leave of Absence](#)
- [Time Offs](#)
- [FMLA Sick](#)
- [FMLA Vacation](#)
- [FMLA Maternity](#)
- [FMLA STD](#)
- [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.