All Salaried/Exempt employees must use the calendar feature to enter time worked in Workday.
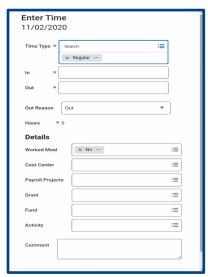
Note: Workday utilizes the correct Fair Labor Standard Act (FLSA) status associated with your job/position. Exempt employees are not entitled to overtime pay under the Fair Labor Standard Act. The City has transitioned to Workday and will be referring to your job/position's FLSA status and begin to use the terminology "Exempt" instead of "Salaried".

ENTER TIME

From the Home page:

1. Click the Time application.

2. To enter your time, click This Week, Last Week or Select Week button.

3. Double click on the specific day that you want to enter time. The Enter Time window displays.

4. The Time Type defaults to Regular, if it needs to be changed, click the Prompt ☰ icon and select the appropriate Time Type.

Note: The Detail section is not required. However, if you are on a special project or an additional assignment and need to provide the billable tracking information, you can do so by filling out the information in the Details section i.e., the Cost Center, Grants, Fund, Activity etc.

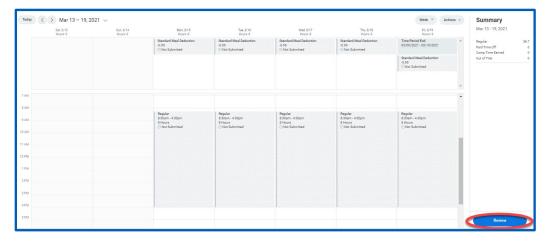**5.** Click Ok. By clicking the OK button, it takes you back to the timesheet.

REVIEW TIME

From the timesheet:

1. Review the timesheet entries for accuracy.

Note: The timesheet will display in a week calendar view. The view can be changed by clicking the drop-down arrow adjacent to Week and select the view of choice.

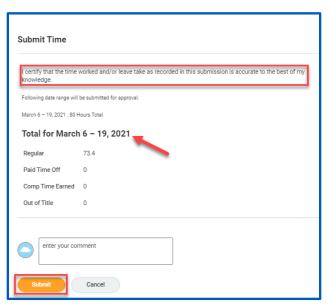**2.** Once the timesheet has been reviewed, click the review button.

SUBMIT TIME

The Submit Time page displays.

1. Read the disclosure and review the categories of total time entered.

Submit Time

I certify that the time worked and/or leave take as recorded in this submission is accurate to the best of my knowledge.

Following date range will be submitted for approval.

March 6 – 19, 2021 : 80 Hours Total

Total for March 6 – 19, 2021

Regular	73.4
Paid Time Off	0
Comp Time Earned	0
Out of Title	0

enter your comment

Submit Cancel

2. Click **Submit**.

> **Note:** By clicking the Submit button, the approval proves will begin. The timesheet will be routed to the 1st approval's inbox. If changes need to be made, navigate back to the timesheet and make necessary changes. Once the changes had been made, follow the Submit Time steps.