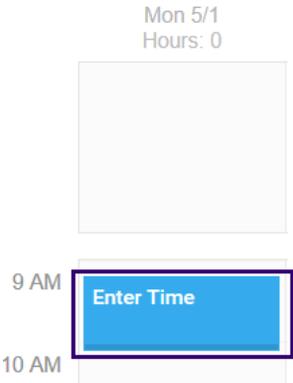
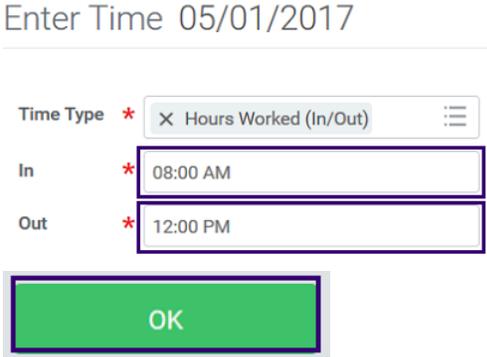
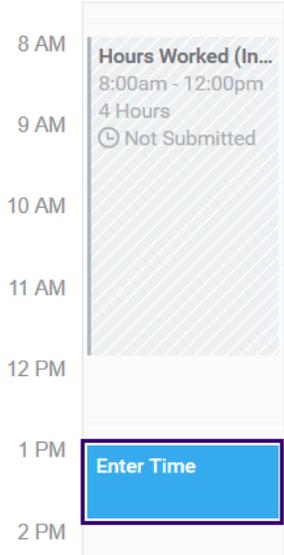
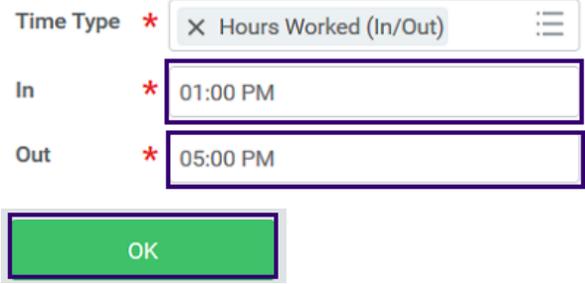
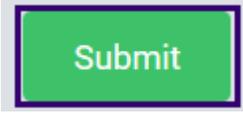
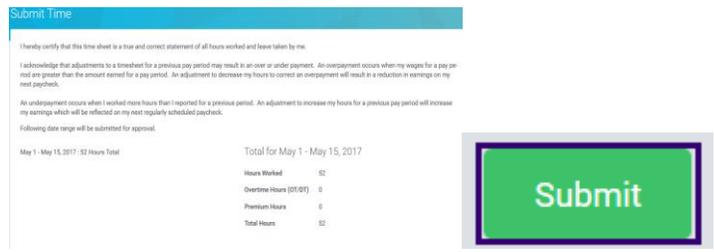


WORKDAY QUICK GUIDE

ENTER TIME	
1. Select the Time Worklet.	 Time
2. Select This Week , Last Week , or Select Week .	Enter Time 
3. The weekly calendar opens. Use the forward or back arrow to enter time for a different week.	Today   May 1 – 7, 2017
4. Select a time block to enter time.	Mon 5/1 Hours: 0 
5. The Enter Time window opens. Enter the In and Out times for the first block of time you worked that day. Make sure AM and PM are correct.	Enter Time 05/01/2017 
6. Select OK .	

<p>7. Select another time block to enter time worked after returning from lunch/break.</p>																					
<p>8. Enter the In and Out times. Make sure AM and PM are correct.</p> <p>9. Select OK.</p>																					
<p>10. Repeat steps 4–9 for each day worked that week.</p>																					
<p>11. Select the forward or back arrow to enter time for another week.</p>																					
<p>12. Repeat steps 4–9 for each day worked that week.</p>																					
<p>13. Select Submit.</p>																					
<p>14. The verification window opens. Review your hours, and select Submit.</p>	 <table border="1" data-bbox="836 1669 1193 1774"> <thead> <tr> <th colspan="2">May 1 - May 15, 2017 - 52 Hours Total</th> <th colspan="2">Total for May 1 - May 15, 2017</th> </tr> </thead> <tbody> <tr> <td>Hours Worked</td> <td>52</td> <td>Hours Worked</td> <td>52</td> </tr> <tr> <td>Overtime Hours (OT:OT)</td> <td>0</td> <td>Overtime Hours (OT:OT)</td> <td>0</td> </tr> <tr> <td>Premium Hours</td> <td>0</td> <td>Premium Hours</td> <td>0</td> </tr> <tr> <td>Total Hours</td> <td>52</td> <td>Total Hours</td> <td>52</td> </tr> </tbody> </table>	May 1 - May 15, 2017 - 52 Hours Total		Total for May 1 - May 15, 2017		Hours Worked	52	Hours Worked	52	Overtime Hours (OT:OT)	0	Overtime Hours (OT:OT)	0	Premium Hours	0	Premium Hours	0	Total Hours	52	Total Hours	52
May 1 - May 15, 2017 - 52 Hours Total		Total for May 1 - May 15, 2017																			
Hours Worked	52	Hours Worked	52																		
Overtime Hours (OT:OT)	0	Overtime Hours (OT:OT)	0																		
Premium Hours	0	Premium Hours	0																		
Total Hours	52	Total Hours	52																		

Link to user guide: https://isc.uw.edu/user-guides/enter_time/