Workday - Hourly Guide

This hourly guide will show you how to use the Workday time system to enter time worked and request time off.

- Enter exact time in and out - Do not round time entries
- US Timesheet deadline is Sunday 6pm PST
- Workday lockout is every other Monday from 9am to 12pm PST.

Logging Time Worked

1. Open the Aloha page.
2. Click the Workday tile.

1. Click Time widget.
2. Click This Week.
1. Click on the day to enter time.

![Time Entry Screen](image)

1. Leave as **Regular** if entering regular worked time.
2. Enter time in, please enter exact time by the min. Do NOT round time.
3. Enter time out, please enter exact time by the min. Do NOT round time.
4. Select **Out Reason** (if out for lunch, select **Meal**)
5. By default, **Not Applicable** is selected. If you selected **Meal** as the **Out Reason**, you must deselect this field by clicking on the "x". However, if you waived your meal/break then you need to select either you were NOT provided the opportunity or you were provided the opportunity to take a meal break.
6. Enter any comment that you have for your manager.
7. Click **OK**. If you receive an error message, refer to the guideline below.

**Enter Time** 08/18/2015

<table>
<thead>
<tr>
<th>Time Type</th>
<th>1. Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>08:16 AM</td>
</tr>
<tr>
<td>Out</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>Out Reason</td>
<td>Meal</td>
</tr>
<tr>
<td>Hours</td>
<td>4.23</td>
</tr>
</tbody>
</table>

### Details

- **Waived Meal/Break**: Not Applicable
- **Comment**: "I was NOT provided the opportunity to take meal breaks according to the Company’s Time Recording Policy."
- **Comment**: "I was provided the opportunity to take meal breaks according to the Company’s Time Recording Policy."
- **Comment**: "Not Applicable"

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Repeat the process to record additional time worked.

You might receive an error message regarding the meal period if you are an employee in California and one of the guidelines below are not met.

- If you choose to waive your meal break, you need to select whether or not you were provided the opportunity to take a meal break according to the Company’s Time Recording Policy.

- If you work more than 5 hours without a meal break, you need to select whether or not you were provided the opportunity to take a meal break according to the Company’s Time Recording Policy.

- If you work more than 5 hours and the Out Reason is Out, you need to select whether or not you were provided the opportunity to take a meal break according to the Company’s Time Recording Policy.
1. When done entering time for the week, click **Submit** for the week.

<table>
<thead>
<tr>
<th>Time Off</th>
<th>Regular</th>
<th>Overtime</th>
<th>Double Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>40</td>
<td>2.45</td>
<td>0</td>
<td>42.45</td>
</tr>
</tbody>
</table>

1. Enter any comment you have.
2. Click **Submit** to send to your manager for approval.

If you need to add or make changes to your time entry after you had submitted your time card, go back to your calendar view and make the correction. The **Submit** button will reappear and you can resubmit your new changes.

**Note:** Time entries are from Monday to Sunday. Please submit your time cards every Friday. The deadline to submit time card for the week and get paid on time is Sunday 6:00pm PST.
Requesting Time Off

1. Open the Aloha page.
2. Click the Workday tile.

Two methods to access Request Time Off.

Method 1 – Time Off Widget

1. Click Time Off widget.
2. Click Time Off request.
Method 2 – Enter Time Calendar

1. You can enter time off in your Workday calendar by clicking Enter Time.
2. Select Enter Time Off.

1. Select a date or multiple dates by clicking on the day(s). You can see your balance per plan by as of date on the left sidebar.
2. Click Request Time Off.
1. Select **Type** of time off.
2. Enter hours per day. Time off must be taken in increment of one hour.
3. Enter any comment you may have.
4. Click **Submit** to send to your manager for approval.

You will see the requested time off on your calendar **In Progress** when the status bar is grey out (shown below).

Once your manager approved your time off, the status will change to **Successfully Completed** and the status bar is green (shown below).
Time Off Request Correction

1. Click Time Off widget.
2. Click Time Off Correction request.

1. Existing time off requests will be listed. Enter and correct the number of hours (0 is valid if the day is not taken off yet).
2. Click Submit to send to your manager for approval.

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Previously Requested</th>
<th>Correction to Requested</th>
<th>Unit of Time</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/19/2016</td>
<td>Tuesday</td>
<td>PTO</td>
<td>8</td>
<td>8</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>04/18/2016</td>
<td>Monday</td>
<td>PTO</td>
<td>8</td>
<td>8</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>04/17/2016</td>
<td>Friday</td>
<td>PTO</td>
<td>8</td>
<td>8</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>04/14/2016</td>
<td>Thursday</td>
<td>PTO</td>
<td>8</td>
<td>8</td>
<td>Hours</td>
<td></td>
</tr>
</tbody>
</table>
Workday Mobile App

Don’t forget a mobile version of Workday is also available for your convenience. Please see the Workday Mobile Guide for additional information.