



Entering Time in Workday for Mobile App



The Entering Time in Workday with the Mobile App tip sheet is for all non-exempt (hourly) employees and student workers.

This guide details some of the many options available for entering time in Workday using the Mobile App.

All hourly employees are required to enter time for all hours worked.

Entering Time in Workday Using the Mobile App

1. Launch the Workday Mobile app on your mobile device.
2. Beginning on the Workday homepage, locate the **Let's Get Started** Section. Select **View All >Time Tracking**.
3. Select **Enter Time**, and navigate to the appropriate period (e.g., this week, last week, or select week). Workday will display a calendar view for the chosen period.
4. Select a day for which you would like to enter time. Select **+ Add New**
5. Confirm that the default **Time Type** is correct.

NOTE: Based on your role and college, you may see other options for Time Types.

- **Regular Time:** Used for most employees.
- **Time Off Hours:** Time off such as annual, sick, personal, etc. are submitted and approved through the Absence app and will automatically carry over to your timesheet.
- **Overtime Hours:** Enter all hours worked as Regular Time. Workday calculates any overtime hours based on FLSA requirements and your college's policies. (e.g. at CNM, holidays are considered time worked for overtime calculation purposes).

NOTE: Based on your role and college, you will either see an option to enter hours or to clock in and out. All student workers submitting time will see the option to clock in/out.

6. Enter your time worked.
 - **Hours:** Enter the total number of hours worked.
 - **In/Out:** Enter the time you started working. Select the to populate the field. Remember to return to the application to enter the time you stopped working. Workday calculates the number of hours worked only after both fields are populated.
 - **Out Reason:** Select the reason for stopping work.
7. If you have been instructed to enter a comment with your time, enter it into the **Comment** field.

8. When you are ready to submit your time, select **OK**. (Android users will need to select the arrow at the top right corner). Workday will return you to the Enter Time page to enter more time.
9. Select **Submit**.
10. Select **Submit** again. (Android users will select **This Week** and then **Submit**)

NOTE: Your time is **not** submitted for approval until you select **Submit** on the Review page.

College Specific Considerations

CCC	CCC will only have Regular Hours available on timesheets. Hours logged over 40 in one week automatically convert to Comp Time.
CNM	<ul style="list-style-type: none"> Shift hours are entered for hours worked according to CNM shift hour policy. These hours are paid at a \$.42/hour premium. Substitution hours in Time Tracking are for Instructional Support employees only. Hours worked as a substitute are entered on the timesheet and are paid according to CBA. Winter Work is used to track hours worked by non-exempt employees during winter break. These hours will be added to the Winter Hours balance and will be available for use in subsequent pay periods. They can be requested to be used in the Absence app through June 30th.
NNMC	NNMC will only have Regular Hours available on timesheets. Entering Regular hours over 40 in one week will be automatically calculated at the overtime rate.
SFCC	<ul style="list-style-type: none"> SFCC Employees that work shift hours (e.g: Security), will have Swing and Graveyard Shifts available. If employees work over 40 hours in one week and are paid for overtime, hours, they must be entered as Regular hours and those hours will be converted to the FLSA overtime rate. If employees work over 40 hours in one week and wish to receive comp time in lieu of overtime pay, all hours must be entered as Regular In/Out (Compensation Time), and overtime hours will be converted to Comp Time hours.