



# Entering Time in Workday



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

Timesheets are required for all non-exempt (hourly) employees.

SFCC and NNMC employees who submit time will see the option to clock in/out.

CNM and CCC will see the option to enter hours.

All student workers will see the option to clock in/out.

**NOTE:** The report **Find Workers** can be helpful to locate student workers. (The deadlines for submission and approval are still being finalized).

## Entering Time in Workday

1. Beginning on the Workday homepage, locate the section, **Your Top Apps**. Select **View All Apps >Time**.

**NOTE:** To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

2. Under **Enter Time**, select the appropriate period (e.g., this week, last week, or select week). Workday will display a calendar view for the chosen period.
3. Select a day for which you would like to enter time. Workday will open a window labeled **Enter Time**.
4. Verify the **Time Type** is correct.
  - **Regular Time:** For most employees.
  - **Winter Hours:** (Winter Hours are specific for CNM)
  - **Snow Day:** (Snow Day hours are specific for CNM) These hours are for essential personnel who are physically working on campus during campus closure, such as inclement weather.
  - **Time Off Hours:** Time off such as annual, sick, person, etc. are submitted and approved through Absence and will carry over to your timesheet.
  - **Overtime Hours:** Enter as Regular time and Workday will calculate the overtime hours based on FLSA requirements and college policies. (example: 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.

5. Enter your time worked.
  - **Hours:** Enter the total number of hours worked.

- **In/Out:** Enter the time you started working. Please remember to return to the application to enter the time you stopped working. Workday calculates the hours worked once both fields are populated.
  - **Out Reason:** Select the reason for stopping work.
6. If you have been instructed to enter a comment with your time, enter one in the **Comment** field.
  7. When you are ready to submit your time, select **Review**. Workday will open a page displaying the hours worked for the time period.
  8. Select **Submit**.

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

## Substitution Hours

Substitution hours through Time Tracking are only available for CNM Instructional Support employees.

Substitution pay for faculty is paid through Compensation as a One Time Payment.

## College Specific Considerations

CCC	CCC will only have Regular Hours available on timesheets. Overtime is not given at CCC; hours over 40 in a week convert to Comp Time.
CNM	<ul style="list-style-type: none"> <li>• Shift hours are entered for hours worked according to CNM shift hour policy. These hours are paid at a \$.42/hour premium.</li> <li>• 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.</li> <li>• Winter Work is used to track hours worked by non-exempt employees during the winter break. These hours will add to their Winter Hours balance to use after the pay periods they are earned. They can be requested to be used in Absence through June 30<sup>th</sup>.</li> </ul>
NNMC	NNMC will only have Regular Hours available on timesheets. Regular hours over 40 in a week will be calculated as overtime.
SFCC	<ul style="list-style-type: none"> <li>• Employees that work shift hours (example: Security), will have the Swing and Graveyard Shifts available.</li> <li>• If employees work over 40 hours in a week and are paid overtime, hours need to be entered as Regular and the hours will be converted to FLSA overtime hours.</li> <li>• If employees work over 40 hours in a week and receive comp time in lieu of overtime, hours need to be entered as Regular In/Out (Compensation Time).</li> </ul>