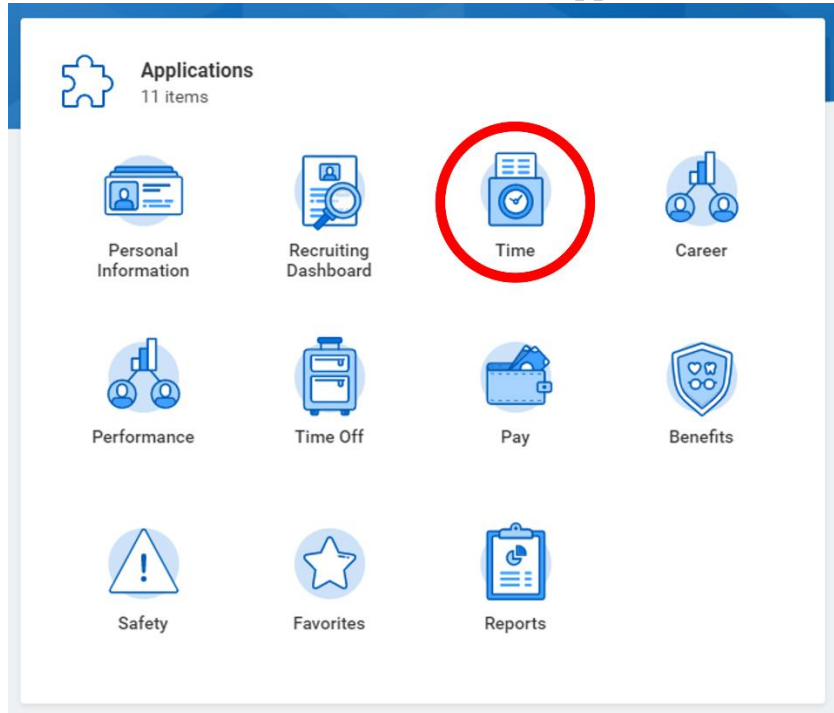# How to Log Time in Workday
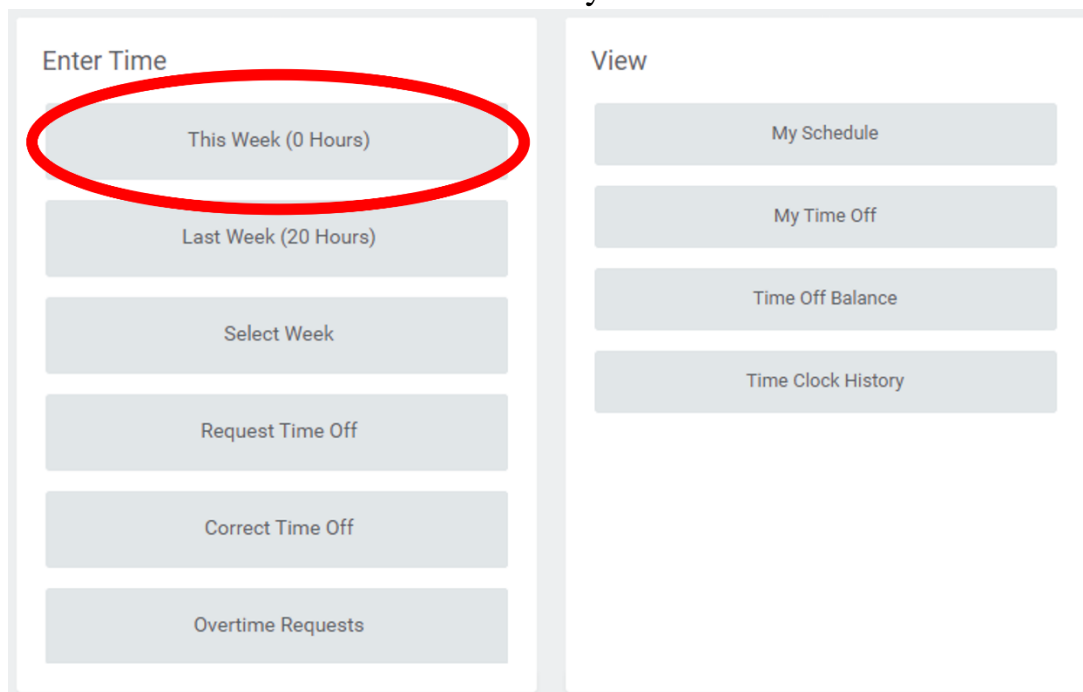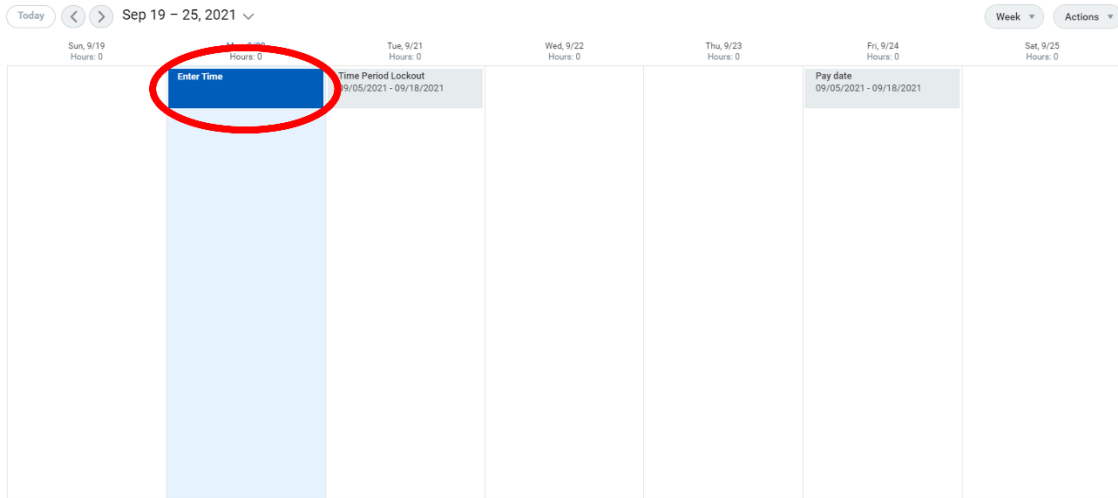
1. Click on the "Time" button in the "Applications" box.


2. Select the week you worked

3. Select the day you worked

4. An "Enter Time" box will appear once you've selected the day you've worked. In the "Hours" box, input the number of hours you worked for that day and click "OK" once completed. In the "Comment" box, you have the option of typing in your scheduled hours or any other notes for your supervisor to view. Unless it is mandated by your supervisor, this is not a requirement. If you have multiple positions with the university, a box will appear titled "Position". Select the job you want to put in hours for and click "OK".
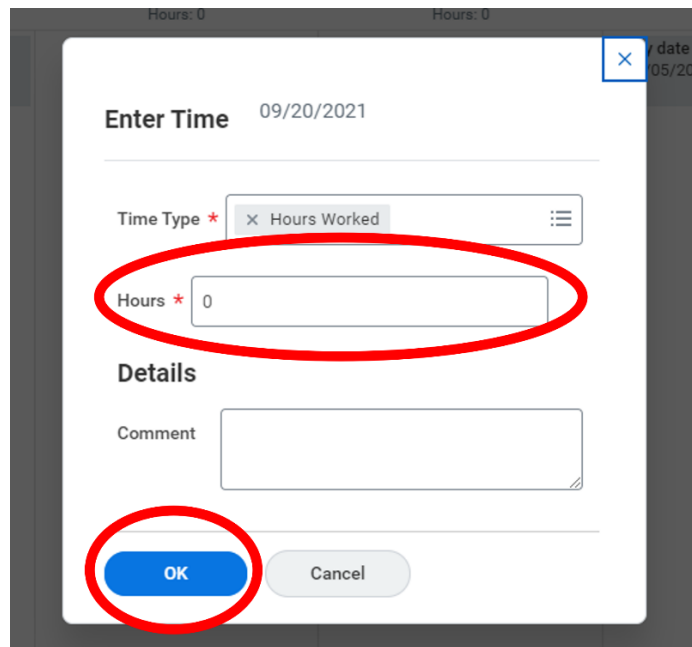
5. Once you have fully input your hours for the two-week pay period, click the "Review" button. If you would like to review the biweekly pay schedule for 2021 – 2022, go to https://www.tamug.edu/hrd/StudentEmployment/Biweekly-Pay-Schedule-FY2022-TAMU.pdf

6. A "Submit Time" box will appear once you've clicked review. This will give you an overview of all the hours you've worked for the two weeks. Keep in mind, student workers are not allowed to surpass 20 hours per week and 40 hours per 2 weeks. If all the time you've input looks correct, click "Submit" for your hours to be reviewed and approved by your supervisor.