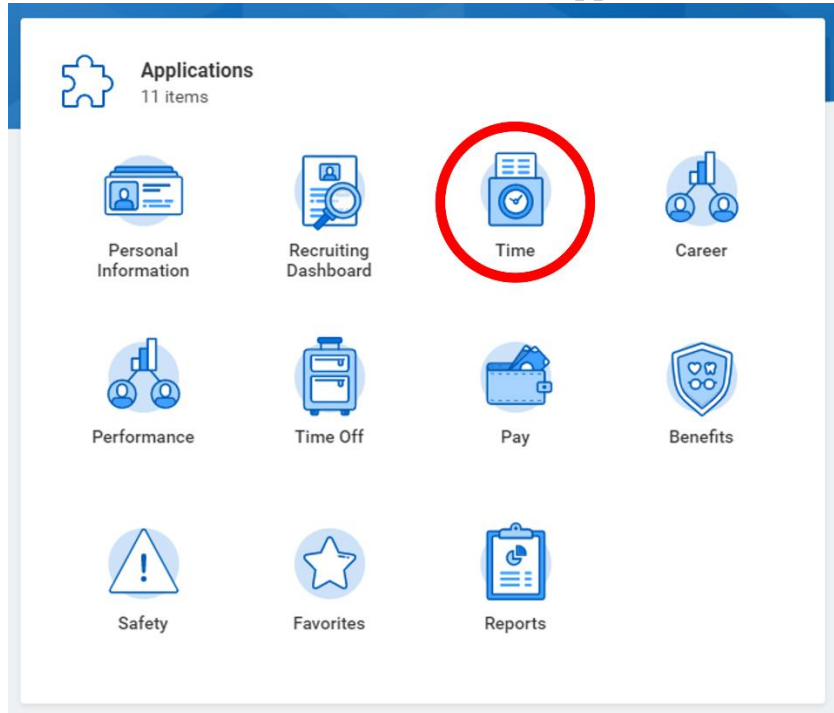
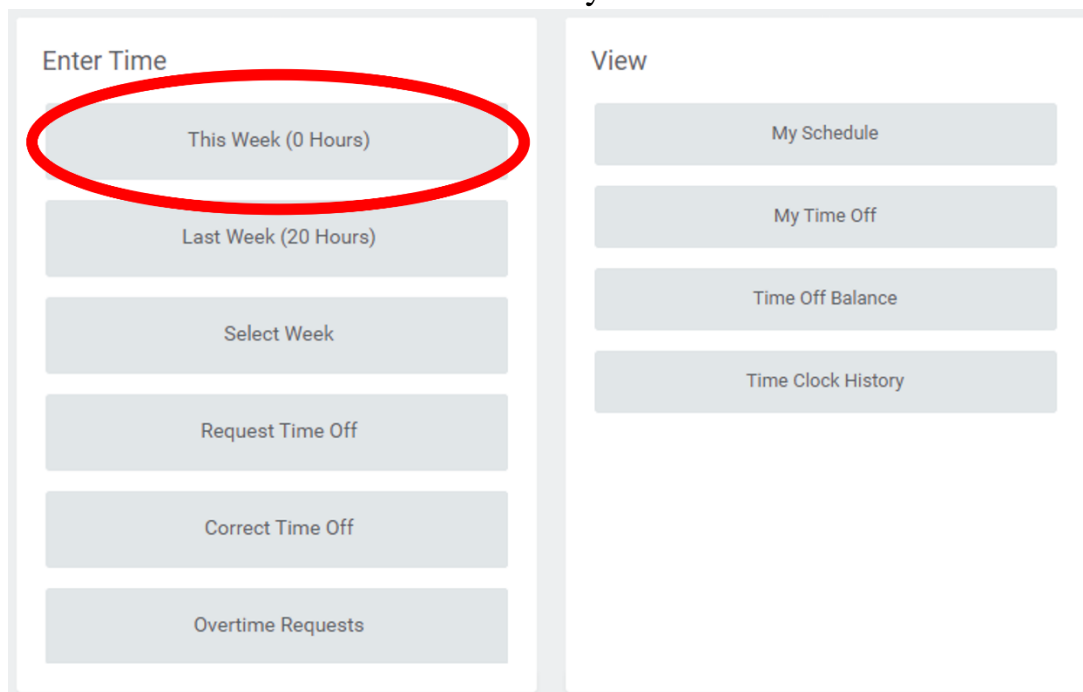


How to Log Time in Workday

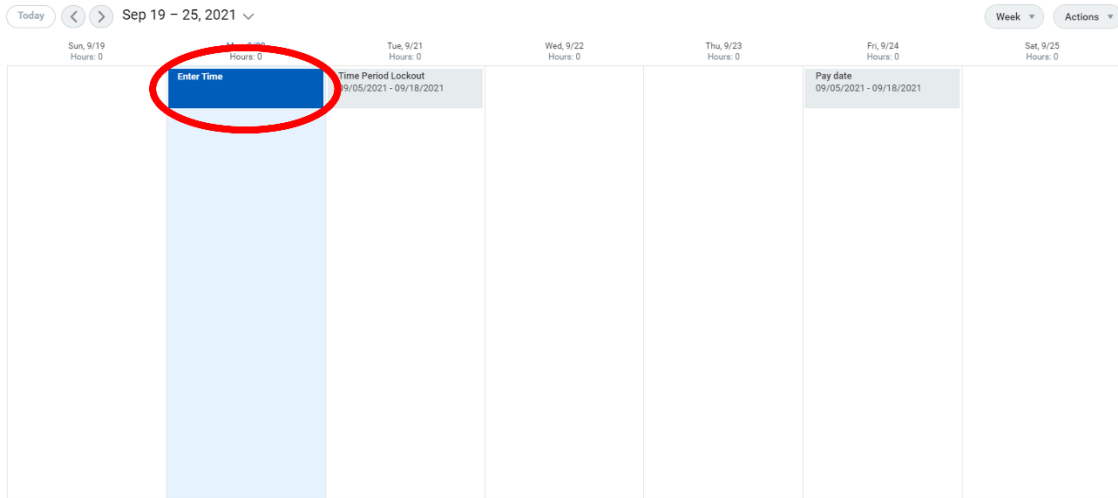
1. Click on the “Time” button in the “Applications” box.



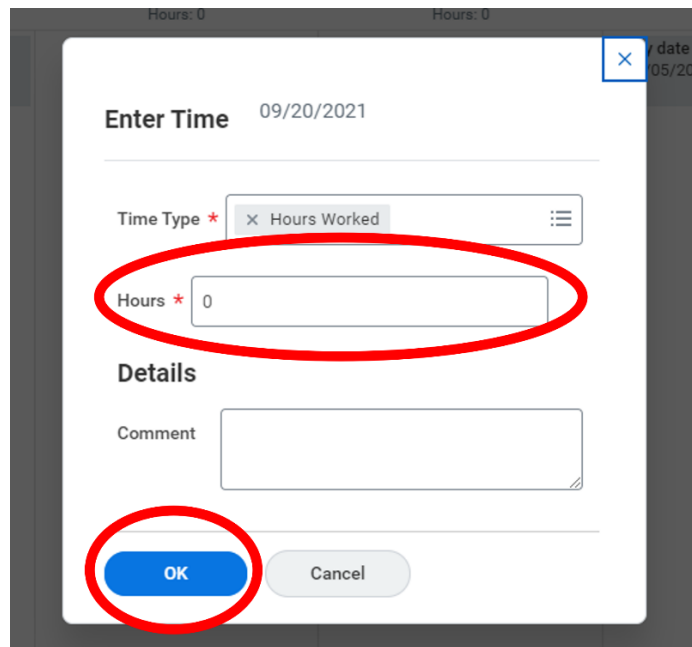
2. Select the week you worked



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>

The screenshot shows a time sheet interface for the week of Sep 19 - 25, 2021. The interface includes a navigation bar at the top with 'Today', navigation arrows, the date 'Sep 19 - 25, 2021', and buttons for 'Week' and 'Actions'. Below the navigation bar is a grid of days from Sun, 9/19 to Sat, 9/25. Each day has a 'Hours Worked' field with a 'Not Submitted' status. A 'Time Period Lockout' is shown for Tue, 9/21. A 'Pay date' of 09/05/2021 - 09/18/2021 is also visible. On the right side, there is a 'Summary' section showing 'Regular' (20), 'Overtime' (0), and 'Total' (20) hours. A blue 'Review' button is circled in red in the bottom right corner.

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.

The screenshot shows a 'Submit Time' dialog box. It features a user profile icon and the title 'Submit Time'. Below the title is a certification statement: 'By clicking submit, I certify that the hours reported on this timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.' The date range 'September 19 - October 2, 2021 : 20 Hours Total' is displayed. A summary table shows 'Total for September 19 - October 2, 2021' with 'Regular' (20), 'Overtime' (0), and 'Total' (20) hours. At the bottom, there is a text input field labeled 'enter your comment' and two buttons: 'Submit' (circled in red) and 'Cancel'.