

Prior to entering your hours please note: If you hold **multiple Casual Professional positions**, you will need to select the Position number your hours are related to. To do this, select the *Chart* in the top right hand corner of the time screen



A pop up window will appear containing a table of your positions, costing allocation and percentage.

Default Costing As of End of Week <span style="float: right;">⚙️</span>		
Position	Payroll Costing	
	Worktag	Percent
7000105376 Casual Professional	Cost Center: [blurred]	100 %
7000105377 Casual Professional	Cost Center: [blurred]	100 %
7000107626 Casual Professional	Cost Center: [blurred]	100 %
7000107692 Casual Professional	Cost Center: [blurred]	100 %

Your Supervisors name will show in the cost centre information however if you have multiple positions with the same supervisor, People and Culture can provide you the information required to identify each position. It is also suggested you take a copy of this table for your reference.

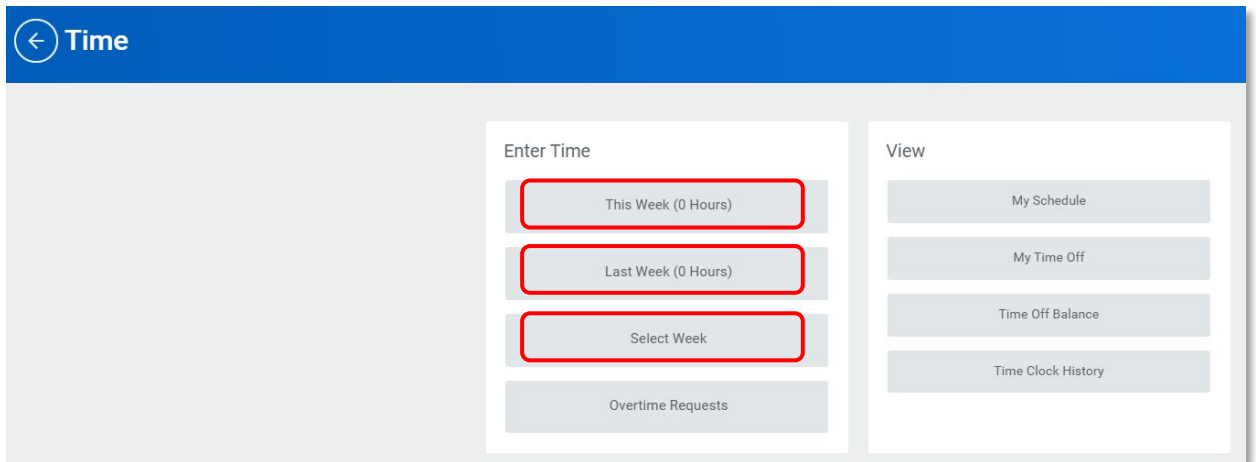
Note: If you work weekly standard hours, refer to the “[Casual Professional Timesheet Quick Add User Guide](#)”.

To enter timesheets in Workday, select the **Time** application on the workday home screen.



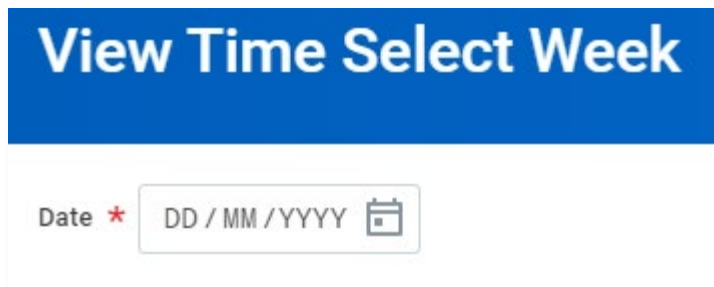
**Note: This process is for Casual Professional’s only. Casual Academics do NOT add timesheets into Workday at this stage.**

Time options will appear, select either *This Week*, *Last Week*, or *Select Week* to enter the hours you wish to submit.



*This Week* and *Last Week* will bring you to a *Enter Time* calendar to add your hours.

If you selected *Select Week*, add the date for the week you require to add hours into and select *OK*.



The *Enter Time* calendar will appear.

The screenshot shows the 'Enter Time' interface with a blue header bar. Below the header, there are navigation controls and a summary of hours: Overtime (Paid) 0, Overtime (Accrued TOIL) 0, On-Call 0, Standard Hours 0, and Total Hours 0. The main area is a calendar grid for the week of 7-13 Mar 2020. A blue bar is present on Tuesday 10/3. A red box highlights the 'Enter Time' button at the bottom left of the calendar grid.

Click into the day you wish to add your hours, the *Enter Time* bar will appear. Click the *Enter Time* bar.

This is a close-up of the 'Enter Time' bar for Tuesday 10/3. The bar is blue and contains the text 'Enter Time' in white. A red box highlights the bar.

Select Time Type as *Standard Hours*

**Enter Time**  
10/03/2020

Time Type \*

Position

Months \*

**Details**

Comment

OK Cancel

In \*

Out \*

Out Reason

Hours \*

Position

**Details**

Comment

Standard Hours

Meal

Out

The *In* and *Out* fields will appear for you to enter in your start (*In*) and finish (*out*) time.

Please note: if you have had an unpaid break, please add the **break start time** for out and change the *Out Reason* to *Meal*. You will repeat this process in the next steps for the rest of your hours.

Click OK

### Enter Time

10/03/2020

Time Type \* X Standard Hours ☰

In \* 09:00 AM

Out \* 12:00 PM

Out Reason \* Meal ▼

Hours \* 3

Position \* 7000107630 Casual Professional ▼

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**Details**

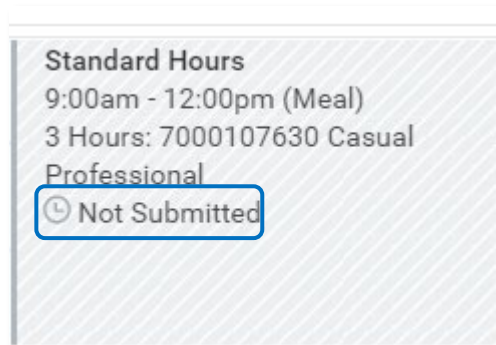
Comment

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OK
Cancel

Select the position hours are for if more than one Casual Professional role

Your information will appear in the calendar.  
 Note: The information will show as Not Submitted.



Repeat the process for the rest of your hours. Ensure you add in your afternoon information if you have taken a meal break.

As you enter your hours worked, the top right-hand side of the screen will calculate your information.

Standard Hours	Total Hours
22.5	22.5

When ready, click *Submit*.



**Note: Only the current week will be submitted.** You will need to submit each week separately. Refer to [“Delete/Edit timesheet -casual professionals User Guide”](#) if any changes are required.

The *Submit Time* screen will appear. This is your declaration.

Confirm the information is correct.

Click *Submit*.

**Submit Time**

By submitting this timesheet, you certify that claimed hours are true and accurate. Please note that any payment will be made in accordance with Enterprise Agreement.

Following date range will be submitted for approval.

7 – 13 March 2020 : 22.5 Hours Total

<b>Total for 7 – 13 March 2020</b>	
Overtime (Paid)	0
Overtime (Accrued TOIL)	0
On-Call	0
Standard Hours	22.5
<b>Total Hours</b>	<b>22.5</b>

**Submit**

Cancel

Once you submit your declaration of hours, the *You have submitted* screen will appear. It will advise you of the *Up Next* step, which will be *Approval by Manager*. Note: If you have multiple supervisors, each supervisor will receive a task to approve their portion of your timesheet.

**You have submitted**  
Time Entry: [redacted] - 22.5 hours from 07/03/2020 to 13/03/2020 Actions

**Up Next**

[redacted]  
Approval by Manager

Click *Done*.

You will be directed back to the *Enter My Time* calendar.  
Note: The information entered will show as Submitted.

Standard Hours 9:00am - 12:00pm (Meal) 3 Hours: 7000107630 Casual Professional <b>Submitted</b>	Standard Hours 9:00am - 12:30pm (Meal) 3.5 Hours: 7000107630 Casual Professional Submitted	Standard Hours 9:00am - 12:00pm (Meal) 3 Hours: 7000107630 Casual Professional Submitted
Standard Hours 12:30pm - 5:00pm 4.5 Hours: 7000107630 Casual Professional Submitted	Standard Hours 1:00pm - 5:00pm 4 Hours: 7000107630 Casual Professional Submitted	Standard Hours 12:30pm - 5:00pm 4.5 Hours: 7000107630 Casual Professional Submitted

**Reminder:** You are required to submit your casual hours each ***week at a time***.

Once your timesheet has been approved by your supervisor, you will receive a notification in Workday advising your time has been approved.



**Time Entry:** [REDACTED] - 22.5 hours from 07/03/2020 to 13/03/2020

1 minute(s) ago

Time has been approved.

[Details](#) [Time Entry: \[REDACTED\] - 22.5 hours from 07/03/2020 to 13/03/2020](#)

Your *Enter Time* calendar will also show approved in your hours and a green side bar will appear.

**Standard Hours**

9:00am - 12:00pm (Meal)

3 Hours: 7000107630 Casual

Professional

✓ Approved

Note: You may receive an inbox action if your supervisor would like you to amend the hours entered. In this circumstance, you are able to amend the hours and resubmit them following the process steps above.