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.

Your Supervisor's 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.

Click into the day you wish to add your hours, the *Enter Time* bar will appear. Click the *Enter Time* bar.
Select Time Type as **Standard Hours**

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.
Enter timesheet – Casual professional Employees

Click OK

Enter Time
10/03/2020

- Time Type: Standard Hours
- In: 09:00 AM
- Out: 12:00 PM
- Out Reason: Meal
- Hours: 3
- Position: 7000107630 Casual Professional

Details
Comment

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.

<table>
<thead>
<tr>
<th>Standard Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.5</td>
<td>22.5</td>
</tr>
</tbody>
</table>

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**.
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: - 22.5 hours from 07/03/2020 to 13/03/2020

Up Next

Approval by Manager

Click Done.

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

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

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.