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

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 taken a break for lunch, please add the break start time for out and change the **Out Reason** to **Meal**.
Enter time sheet – 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**: 

[OK]  [Cancel]

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.

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 data range will be submitted for approval.

7 – 13 March 2020 : 22.5 Hours Total

<table>
<thead>
<tr>
<th>Total for 7 – 13 March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime (Paid)</td>
</tr>
<tr>
<td>Overtime (Accrued TOL)</td>
</tr>
<tr>
<td>On-Call</td>
</tr>
<tr>
<td>Standard Hours</td>
</tr>
<tr>
<td>Total Hours</td>
</tr>
</tbody>
</table>

Enter your comment
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.

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.