

Submit Timecard for Approval

8 Steps [View most recent version](#) 

Created by
Alex Drabik

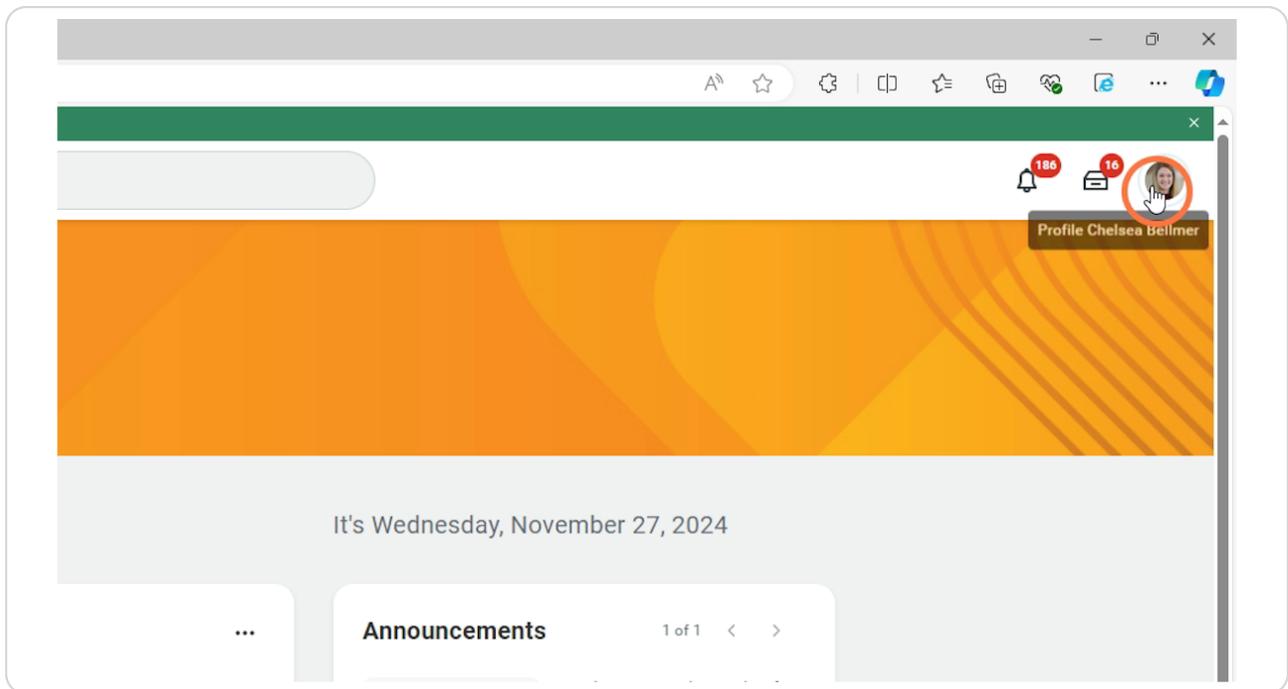
Creation Date
Nov 27, 2024

Last Updated
Nov 27, 2024

STEP 1

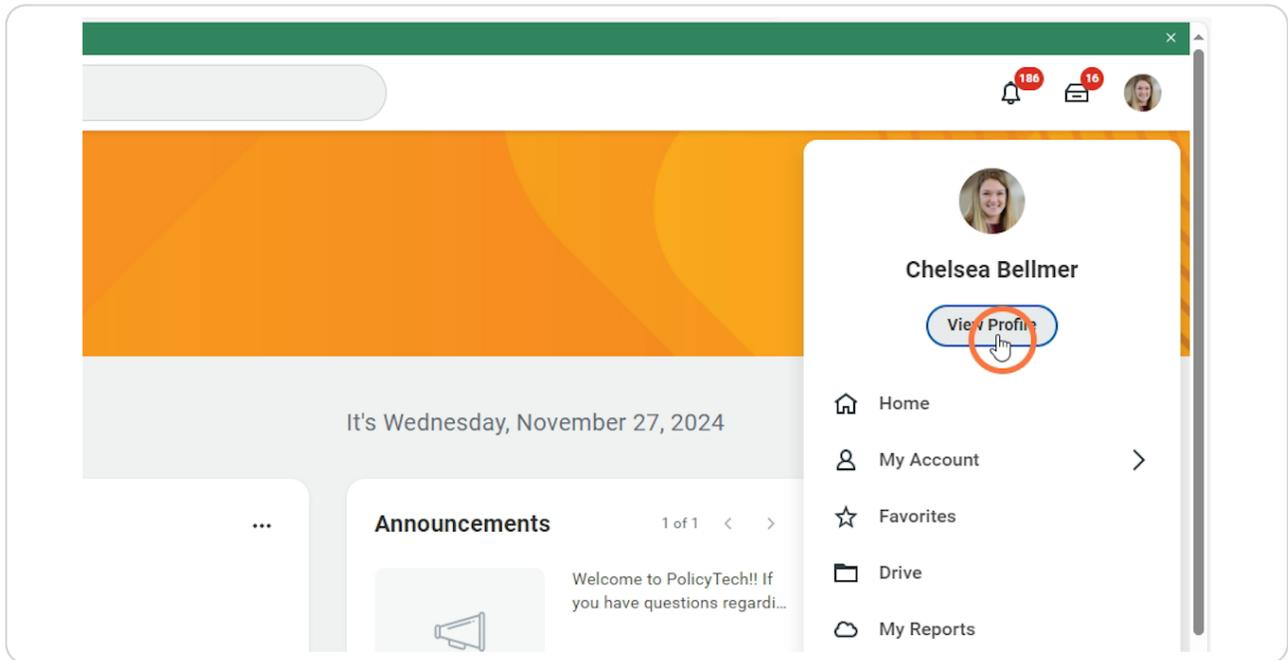
View Profile

After Logging in, on the right-hand side of the screen you will see your picture as a icon. Click on your picture.



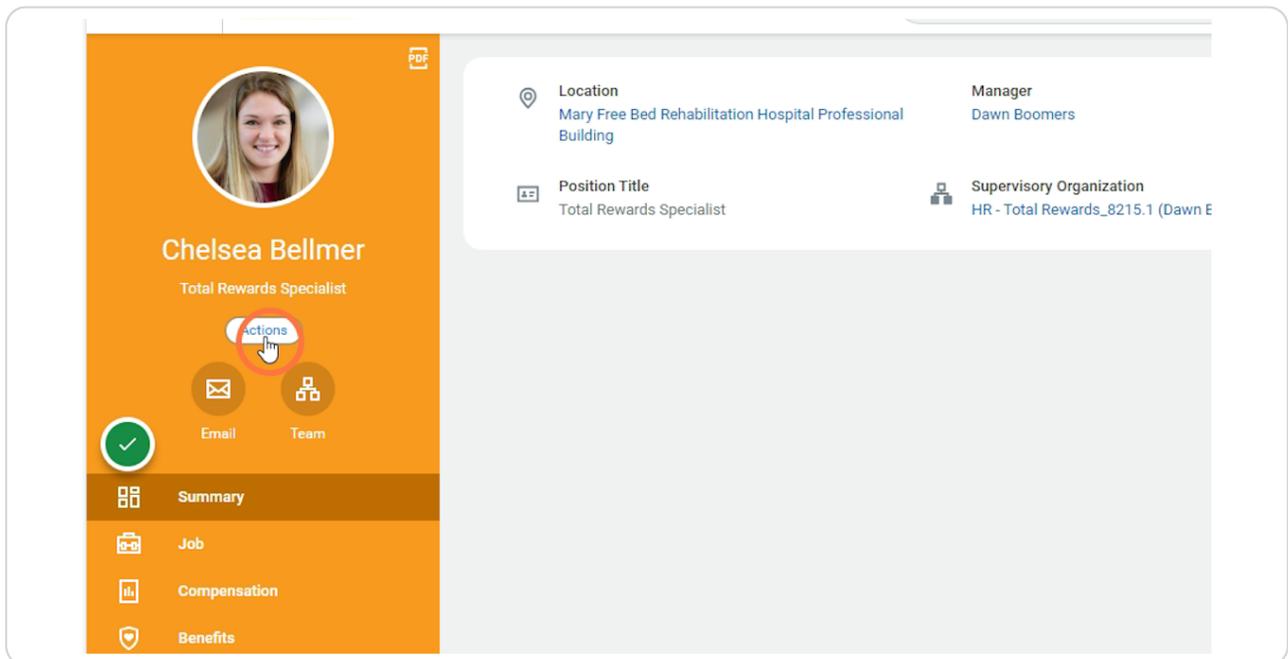
STEP 2

Click View Profile



STEP 3

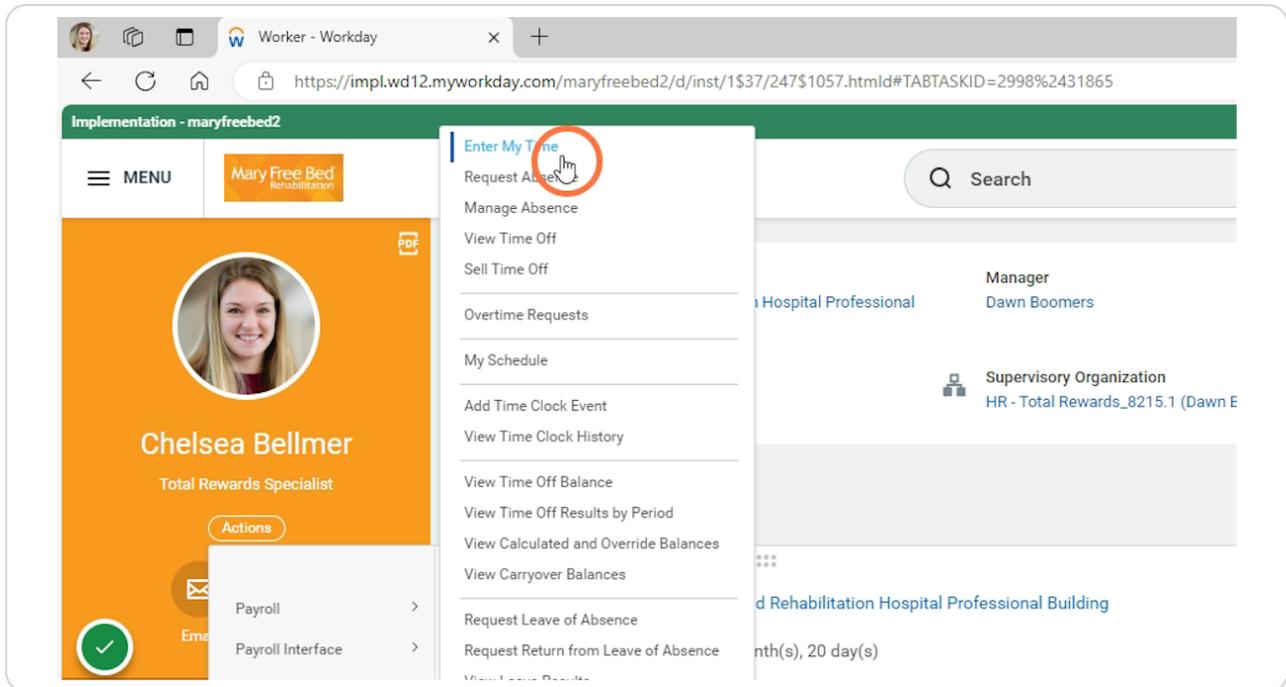
Click Actions



STEP 4

Time and Absence Hub

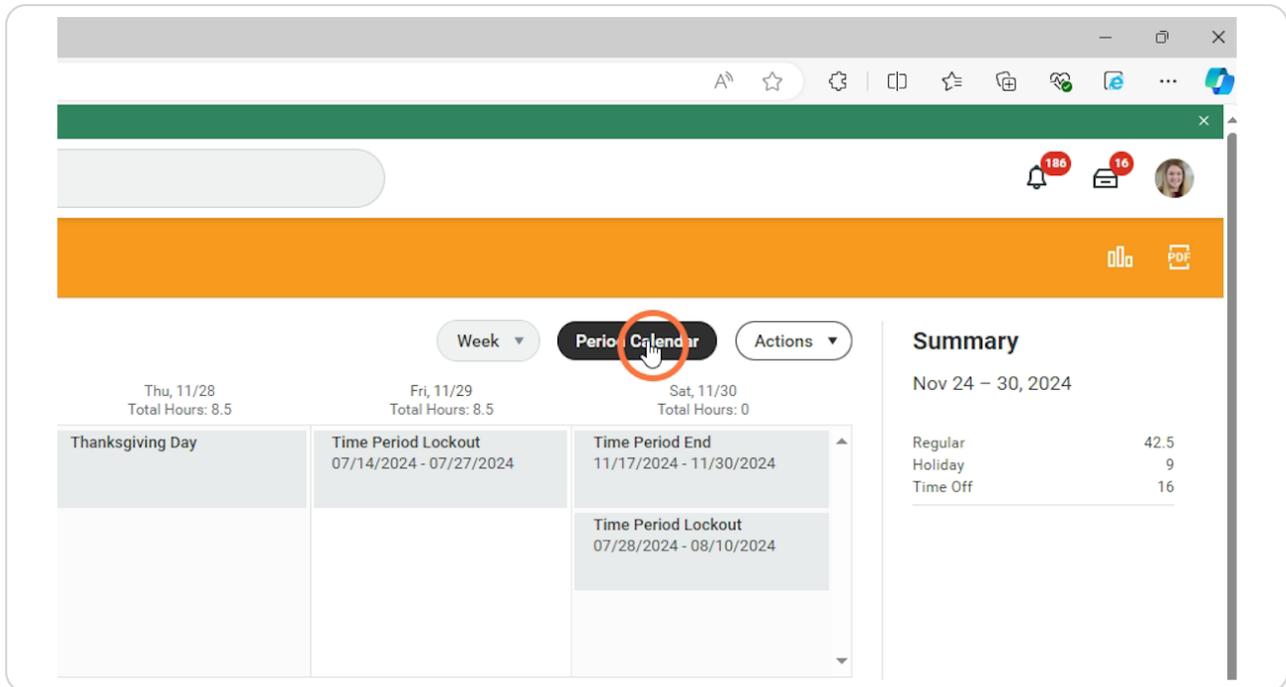
After clicking actions, go down to the Time and Absence Up.
Click on Enter My Time



STEP 5

Switch Calendar View

Switch the view from weekly to Period Calendar. That way you can review the whole pay period. This also gives you chance to make any edits to your timecard.



The screenshot shows a web browser window displaying a timecard application. At the top, there is a navigation bar with a green header and an orange sub-header. Below the orange header, there are three buttons: 'Week', 'Period Calendar', and 'Actions'. The 'Period Calendar' button is highlighted with a red circle and a mouse cursor, indicating it is the selected view. Below the buttons, the interface is divided into three columns representing days: 'Thu, 11/28' (Total Hours: 8.5), 'Fri, 11/29' (Total Hours: 8.5), and 'Sat, 11/30' (Total Hours: 0). The 'Thu, 11/28' column shows 'Thanksgiving Day'. The 'Fri, 11/29' column shows 'Time Period Lockout 07/14/2024 - 07/27/2024'. The 'Sat, 11/30' column shows 'Time Period End 11/17/2024 - 11/30/2024' and 'Time Period Lockout 07/28/2024 - 08/10/2024'. On the right side, there is a 'Summary' section for the period 'Nov 24 - 30, 2024' with the following data:

Summary	
Nov 24 - 30, 2024	
Regular	42.5
Holiday	9
Time Off	16

STEP 6

Click Review

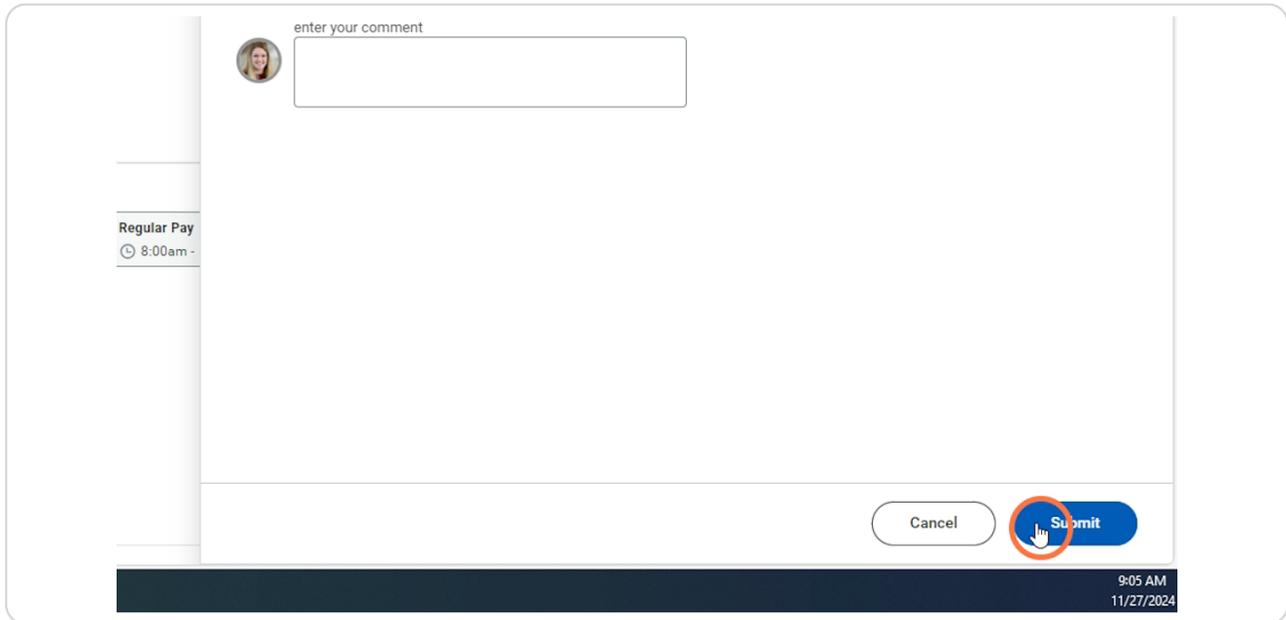
After reviewing the timecard and making the appropriate adjustments needed, click the Review button at the bottom right-hand side of the screen.

	28	29	30
Regular Pay 8:00am - 5:00pm	Regular Pay 8:00am - 5:00pm		
8.5 Total Hours	8.5 Total Hours		

9:05 AM
11/27/2024

STEP 7

Verify Hours, Click Submit



enter your comment

Regular Pay
8:00am -

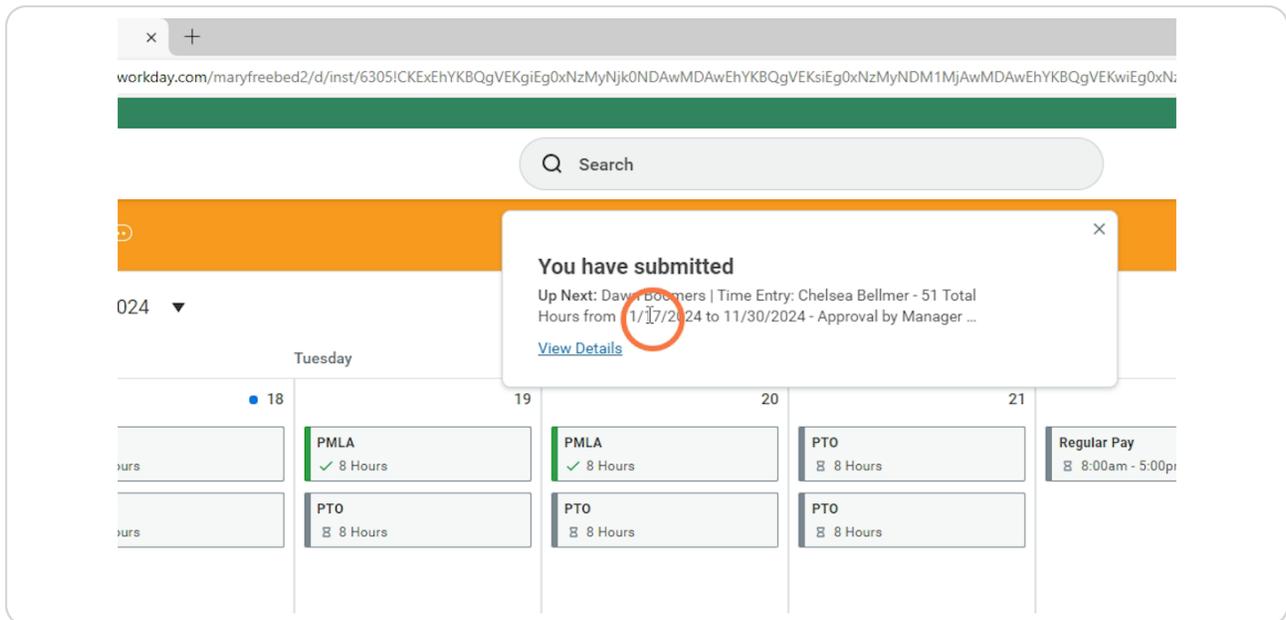
Cancel Submit

9:05 AM
11/27/2024

STEP 8

Next Step

A Bos at the top of the screen will pop up showing you the next steps (who its sent to for approval, etc.).



workday.com/maryfreebed2/d/inst/6305!CKExEhYKBQgVEKgiEg0xNzMyNjk0NDAwMDAwEhYKBQgVEKsiEg0xNzMyNDM1MjAwMDAwEhYKBQgVEKwiEg0xNz...

Search

024 ▼

Tuesday

18 19 20 21

hours

hours

PMLA
✓ 8 Hours

PMLA
✓ 8 Hours

PTO
8 Hours

PTO
8 Hours

PTO
8 Hours

Regular Pay
8:00am - 5:00pm

You have submitted

Up Next: Dawn Redmers | Time Entry: Chelsea Bellmer - 51 Total Hours from 11/17/2024 to 11/30/2024 - Approval by Manager ...

[View Details](#)