

Manager- Enter Employee Hours on Timecard

31 Steps [View most recent version](#) 

Created by
Alex Drabik

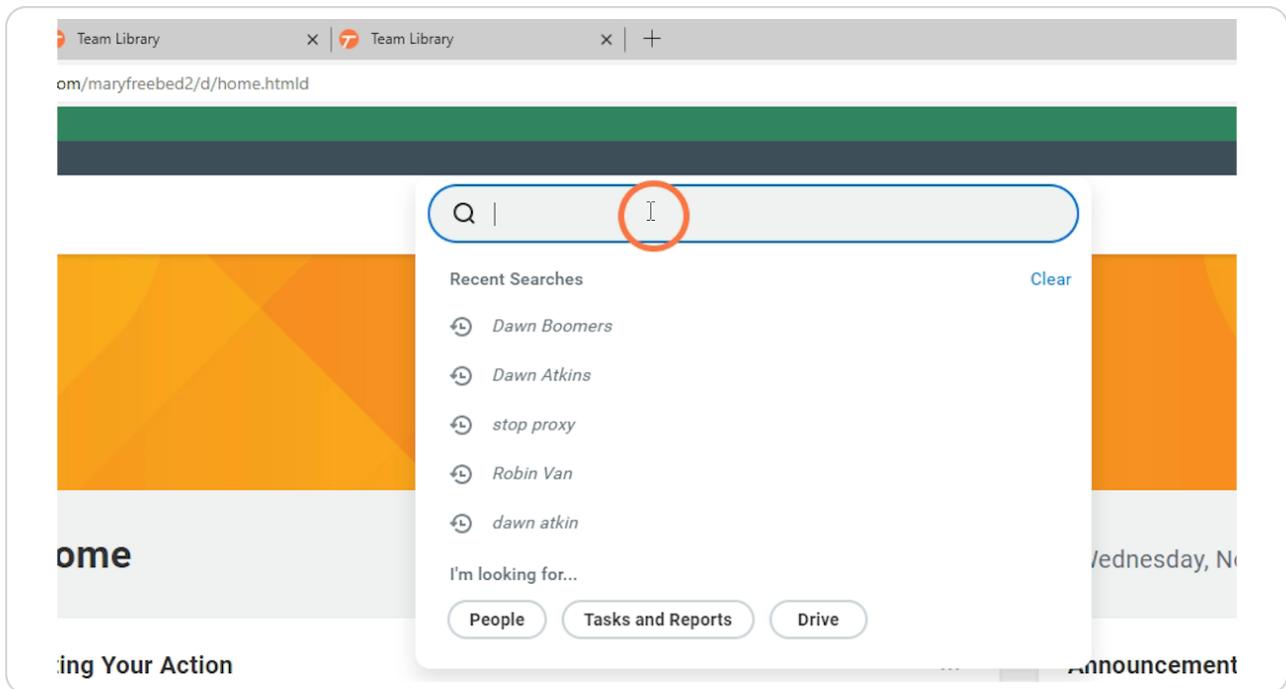
Creation Date
Nov 27, 2024

Last Updated
Dec 19, 2024

STEP 1

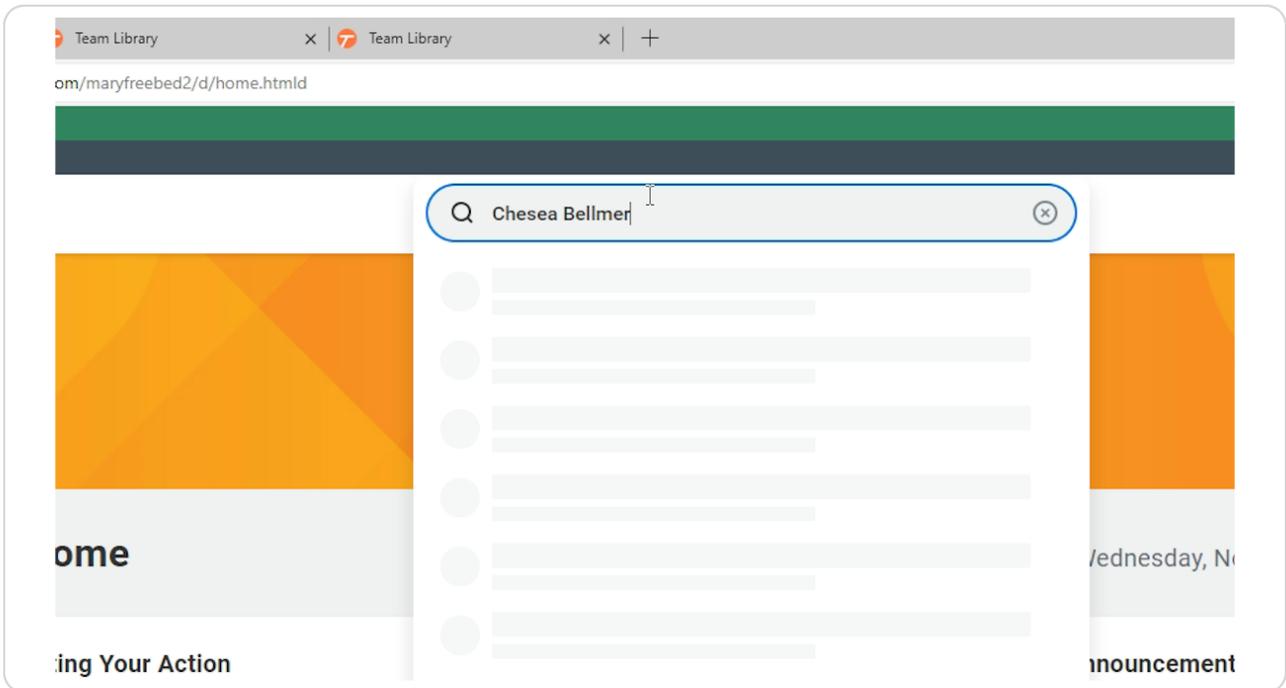
Search Employees name in Search Bar

If you are wanting to add missing hours or edit hours for an individual employee, you will first search their name in the Search Bar at the top of the screen.



STEP 2

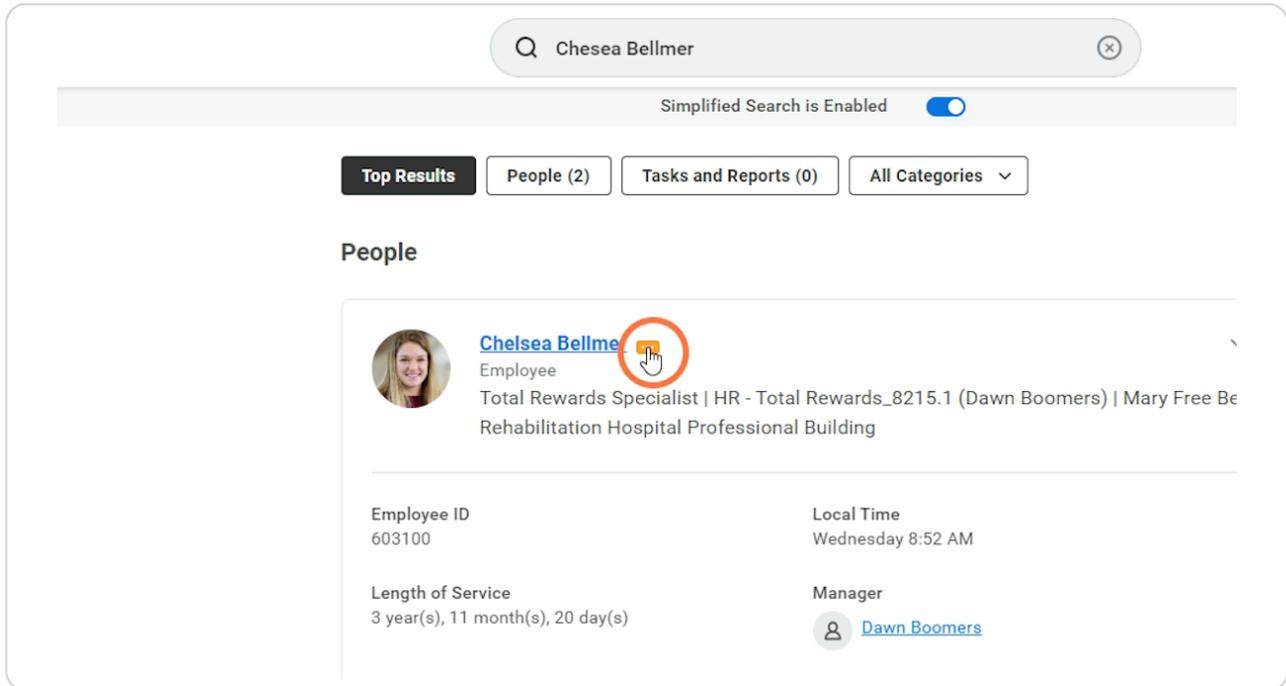
Press Enter



STEP 3

Click the 3 Dots

Click the 3 dots to the right of the employees name



Q Chelsea Bellmer

Simplified Search is Enabled

Top Results People (2) Tasks and Reports (0) All Categories

People

 [Chelsea Bellmer](#) 

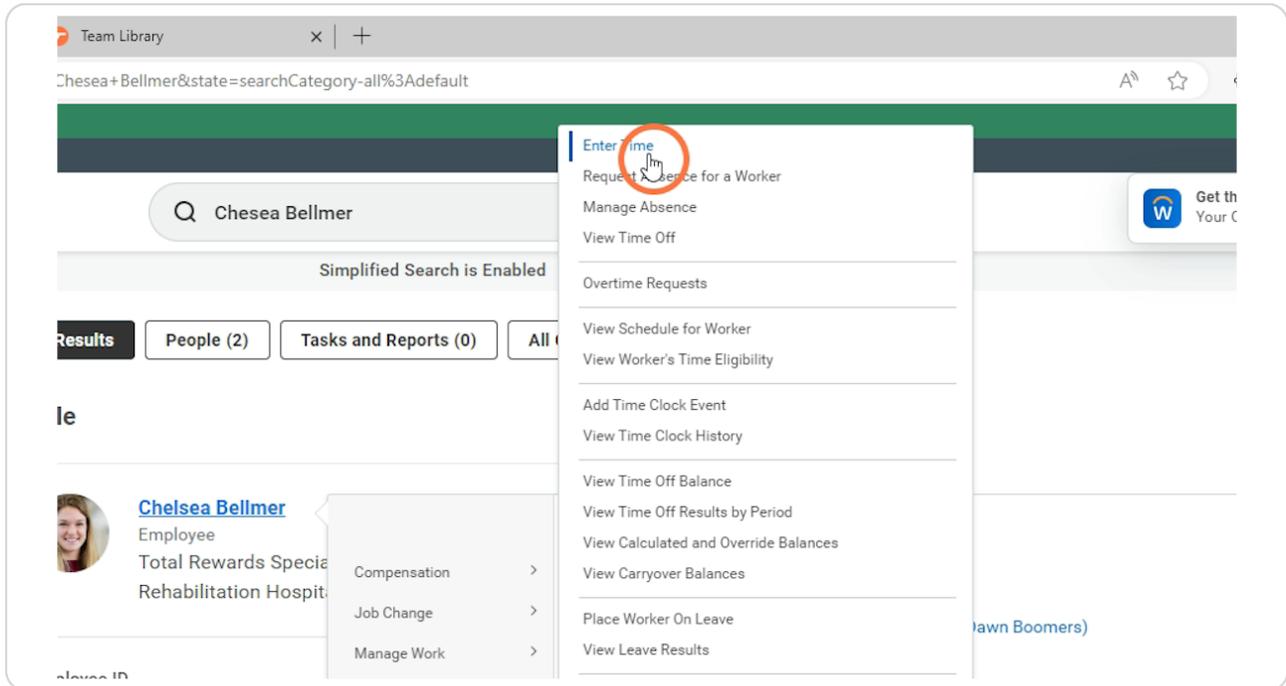
Employee
Total Rewards Specialist | HR - Total Rewards_8215.1 (Dawn Boomers) | Mary Free Be
Rehabilitation Hospital Professional Building

Employee ID 603100	Local Time Wednesday 8:52 AM
Length of Service 3 year(s), 11 month(s), 20 day(s)	Manager  Dawn Boomers

STEP 4

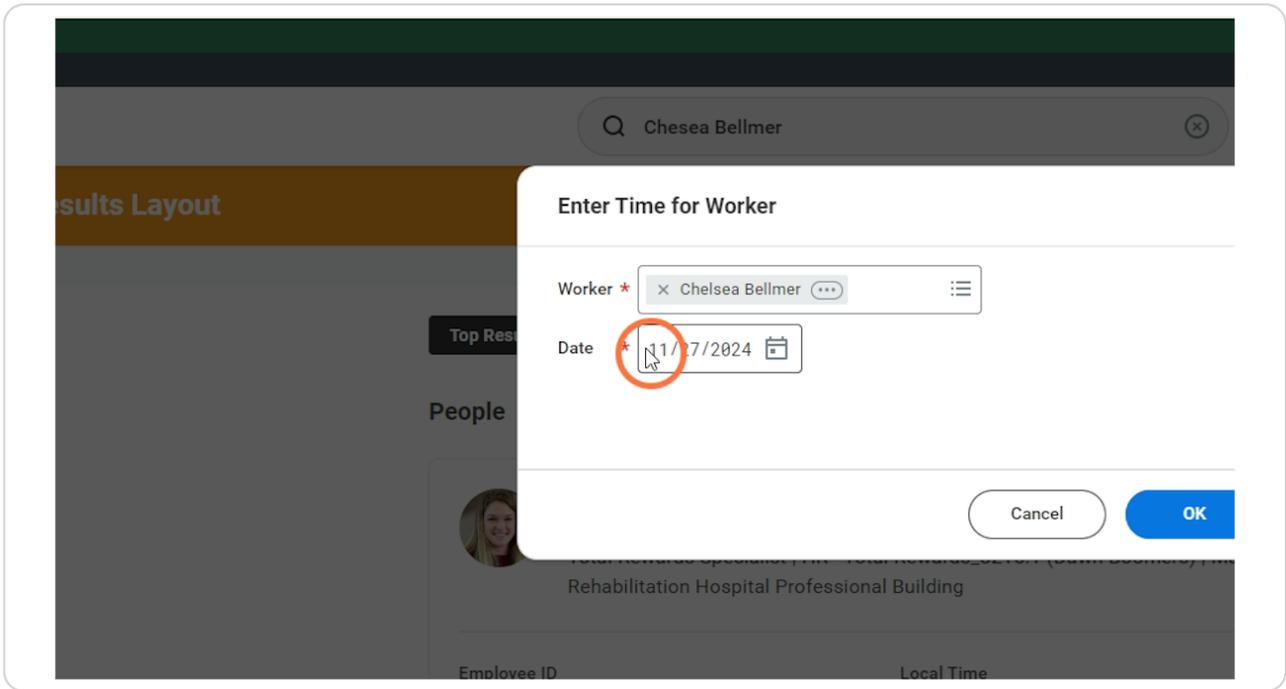
Time and Absence Dashboard

Under the Time and Absence Dashboard, click on Enter Time



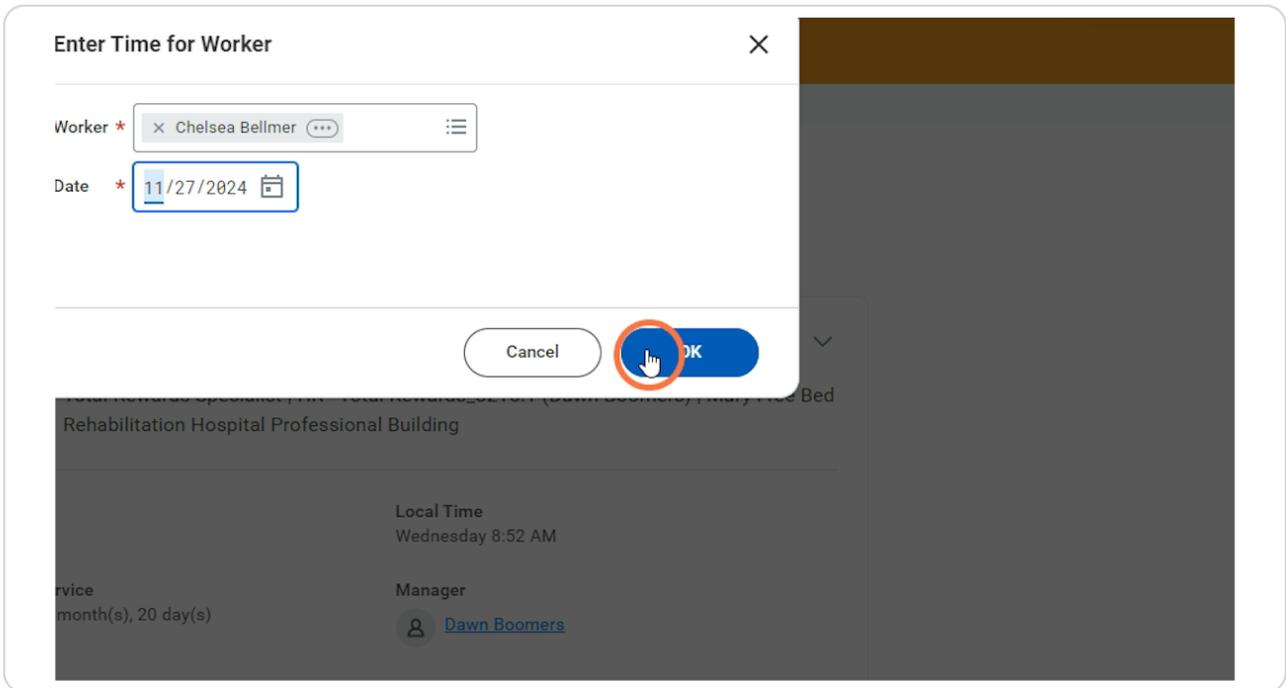
STEP 5

Enter the Date you want to enter it for (Beginning of the pay period or specific Date)



STEP 6

Click OK



Enter Time for Worker

Worker * Chelsea Bellmer

Date * 11/27/2024

Cancel OK

Rehabilitation Hospital Professional Building

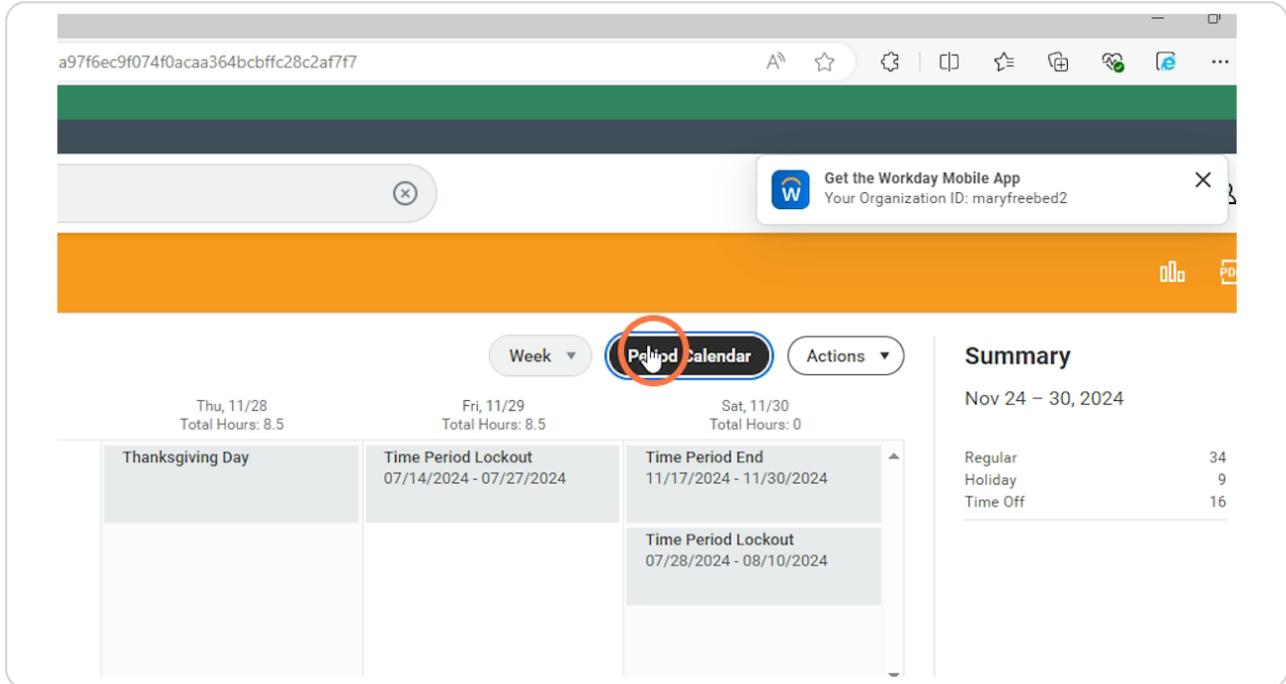
Local Time
Wednesday 8:52 AM

Manager
Dawn Boomers

STEP 7

Switch Calendar View

To view the whole pay period, click the Period Calendar icon at the top of the screen.



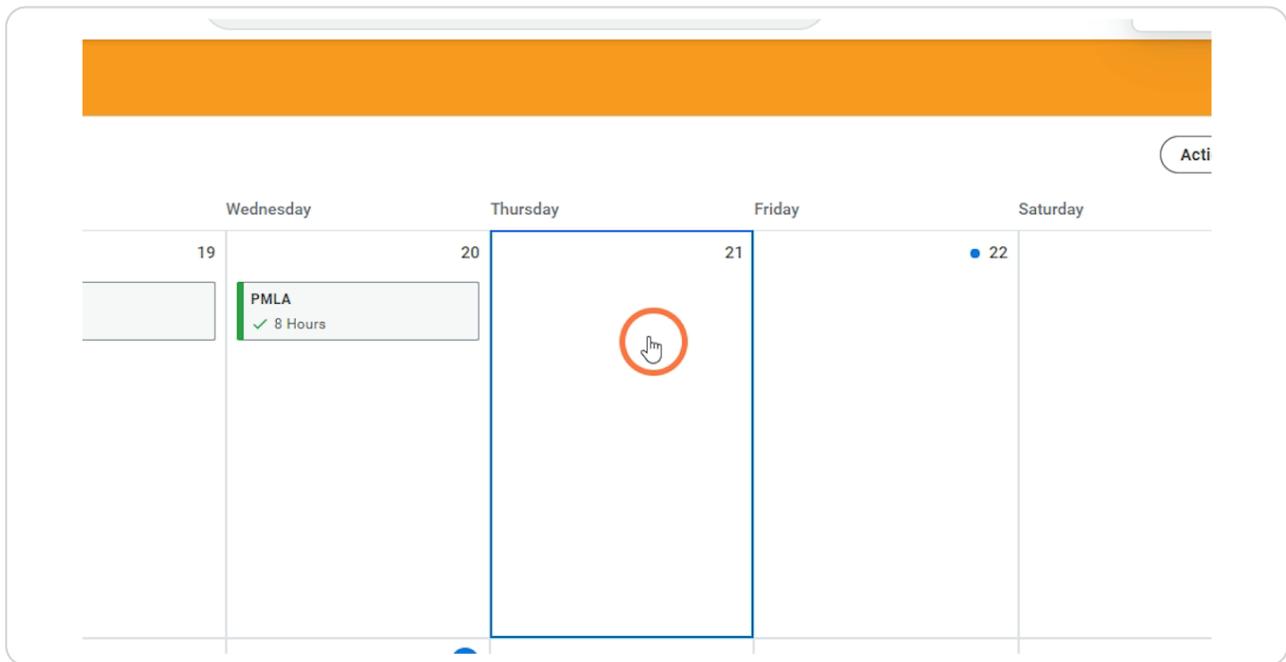
The screenshot shows a web browser window displaying a Workday interface. At the top, there is a navigation bar with a green header and a dark blue sub-header. Below this is a white search bar with a magnifying glass icon. A notification banner for the Workday Mobile App is visible, stating "Get the Workday Mobile App" and "Your Organization ID: maryfreebed2". The main content area features a large orange bar at the top. Below the orange bar, there are three tabs: "Week", "Period Calendar" (which is selected and circled in red), and "Actions". The "Period Calendar" view displays a table with columns for "Thu, 11/28", "Fri, 11/29", and "Sat, 11/30". The "Thu, 11/28" column shows "Thanksgiving Day" with "Total Hours: 8.5". The "Fri, 11/29" column shows "Time Period Lockout" for "07/14/2024 - 07/27/2024" with "Total Hours: 8.5". The "Sat, 11/30" column shows "Time Period End" for "11/17/2024 - 11/30/2024" with "Total Hours: 0", and "Time Period Lockout" for "07/28/2024 - 08/10/2024". To the right of the table is a "Summary" section for "Nov 24 - 30, 2024" with a table showing "Regular" (34), "Holiday" (9), and "Time Off" (16).

Day	Total Hours
Thu, 11/28	8.5
Fri, 11/29	8.5
Sat, 11/30	0

Category	Hours
Regular	34
Holiday	9
Time Off	16

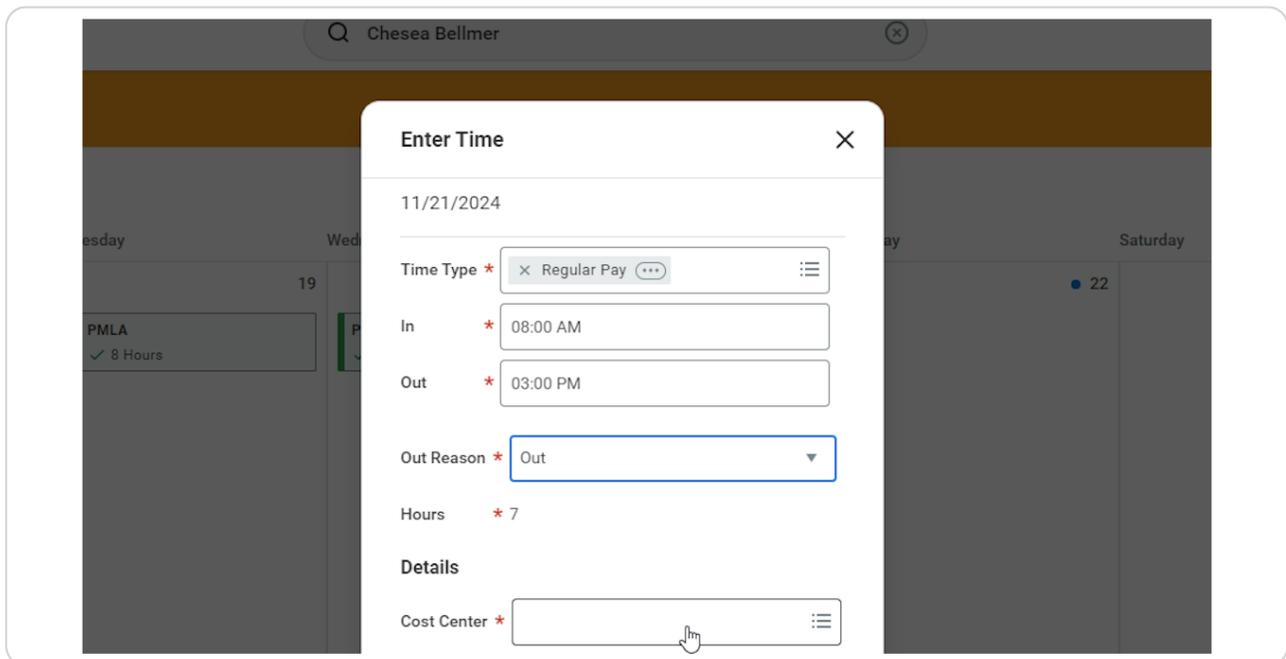
STEP 8

Click the date you wish to add the hours



STEP 9

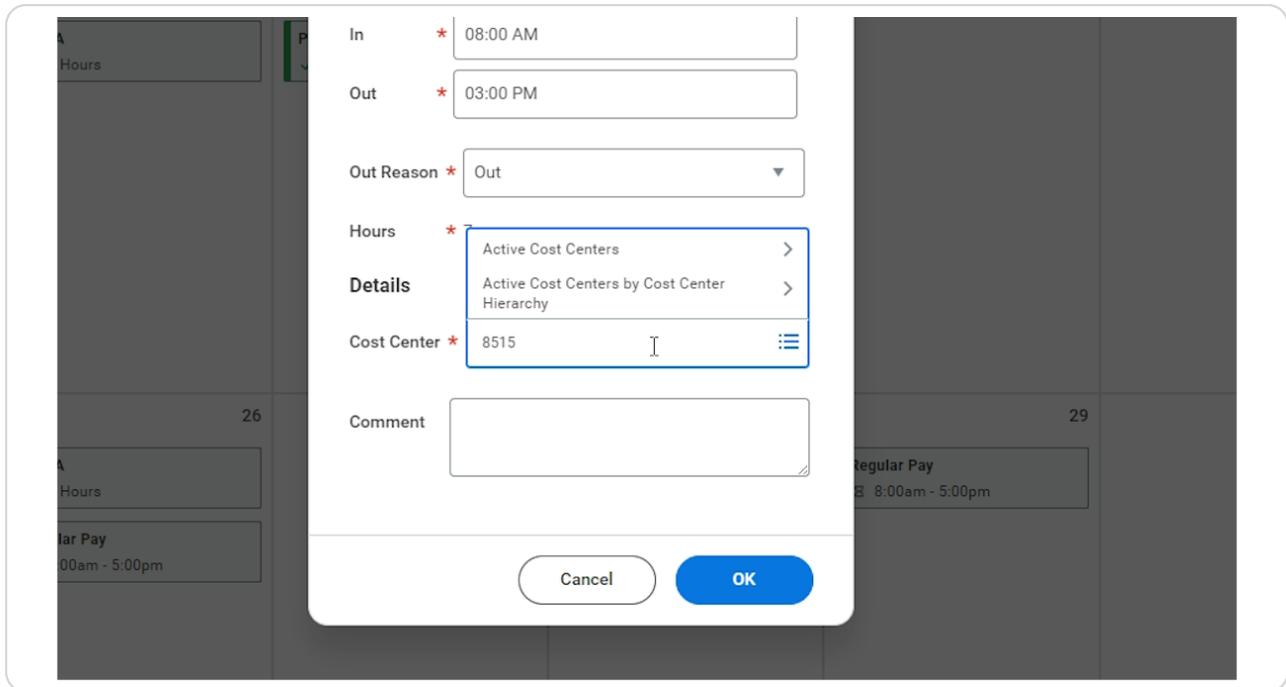
Fill out time Details



STEP 10

Multiple Cost Centers & Positions

If the employee has multiple positions and cost centers, there will be drop down options. You can select the appropriate details for the clocking.



The screenshot displays a modal form for recording time. The form contains the following fields and options:

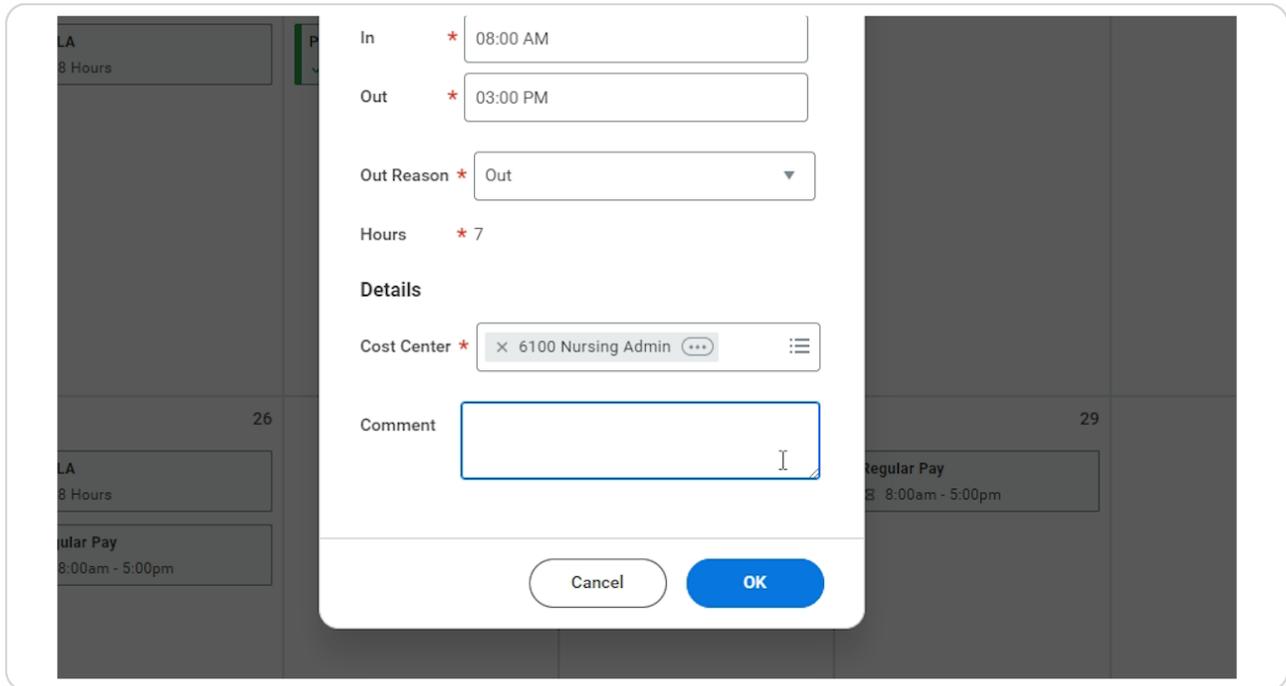
- In**: 08:00 AM
- Out**: 03:00 PM
- Out Reason**: Out
- Hours**: A dropdown menu is open, showing two options: "Active Cost Centers" and "Active Cost Centers by Cost Center Hierarchy".
- Details**: A dropdown menu is open, showing two options: "Active Cost Centers" and "Active Cost Centers by Cost Center Hierarchy".
- Cost Center**: 8515
- Comment**: A text input field.

At the bottom of the modal, there are two buttons: "Cancel" and "OK".

STEP 11

Enter Comments

This is optional



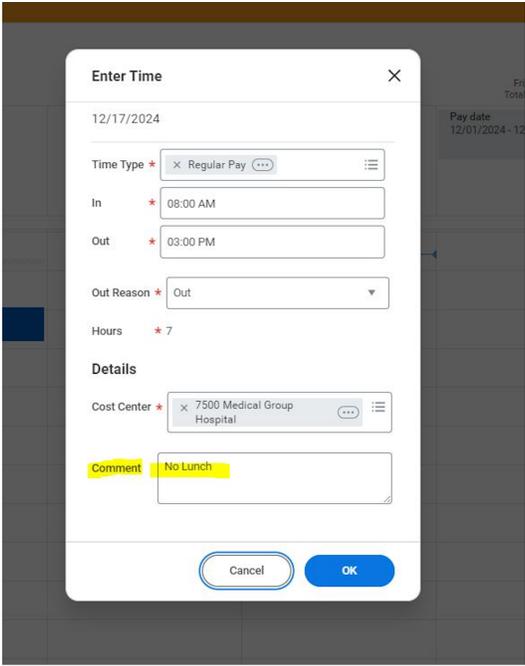
The image shows a modal dialog box for entering time entry details. The dialog is centered on a dark background that shows a calendar grid with dates 26 and 29. The dialog contains the following fields and controls:

- In**: A text input field containing "08:00 AM".
- Out**: A text input field containing "03:00 PM".
- Out Reason**: A dropdown menu with "Out" selected.
- Hours**: A text input field containing "7".
- Details**: A section header.
- Cost Center**: A text input field containing "6100 Nursing Admin" with a close icon (X) and a menu icon (three dots).
- Comment**: A large text area for entering a comment, currently empty.
- Buttons**: "Cancel" and "OK" buttons at the bottom of the dialog.

STEP 12

Lunch Attestation

If an employee does not take a lunch, a comment is required. You will need to enter "No Lunch" in the comment box



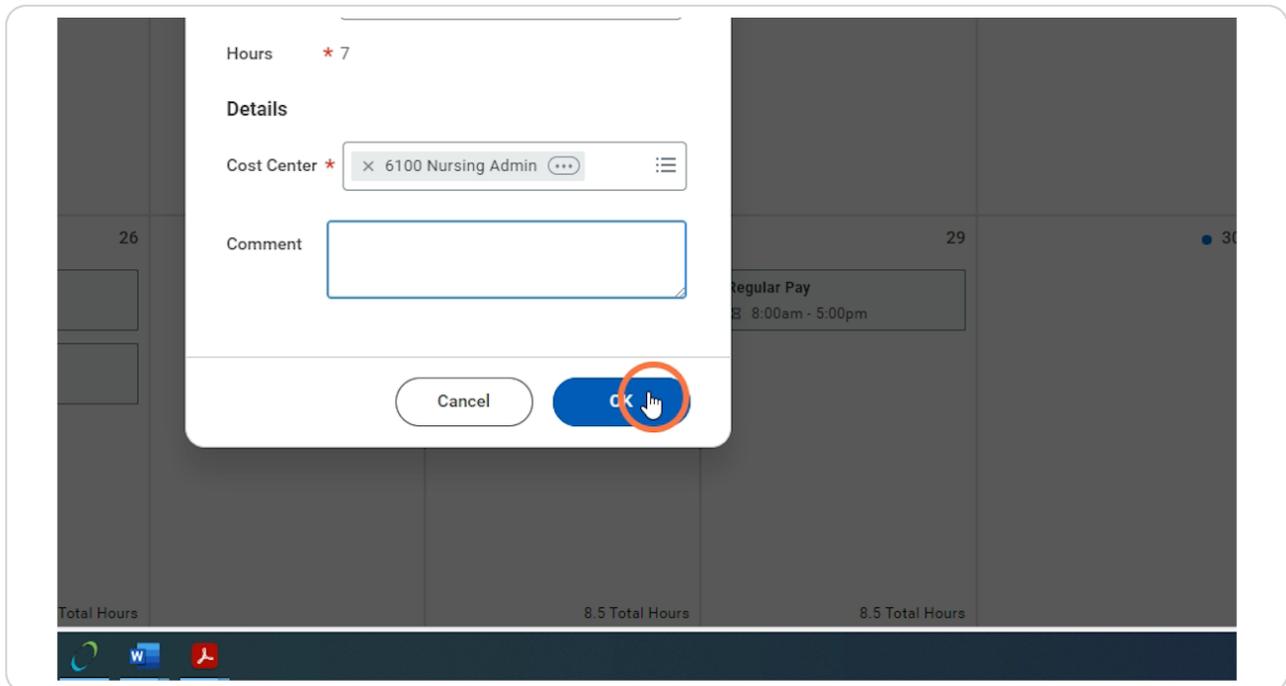
The screenshot displays a mobile application interface for entering time. The form is titled "Enter Time" and includes the following fields:

- Date: 12/17/2024
- Time Type: Regular Pay
- In: 08:00 AM
- Out: 03:00 PM
- Out Reason: Out
- Hours: 7
- Cost Center: 7500 Medical Group Hospital
- Comment: No Lunch (highlighted in yellow)

At the bottom of the form are "Cancel" and "OK" buttons.

STEP 13

Click OK



STEP 14

Other Enter Time options

Click Actions to view other ways to enter hours (enter by week)

The screenshot shows a web browser window displaying the Workday interface. At the top, there is a navigation bar with a green header and a dark blue sub-header. Below this, there is a notification banner for the Workday Mobile App with the text "Get the Workday Mobile App" and "Your Organization ID: maryfreebed2". A small notification box on the left says "been saved".

The main content area is divided into two sections. On the left is a weekly time entry grid with columns for Thursday, Friday, and Saturday. The grid shows the following data:

Day	Hours
Thursday	21
Friday	
Saturday	22

Below the Thursday column, there is a box for "Regular Pay" with the time range "8:00am - 3:00pm".

On the right side of the grid is a "Summary" panel for the period "Nov 17 - 30, 2024". It contains the following data:

Category	Hours
Regular	40.5
Holiday	9
Time Off	40

The "Actions" button, located above the grid, is circled in red, indicating it should be clicked to view other ways to enter hours.

STEP 15

Enter Time by Type

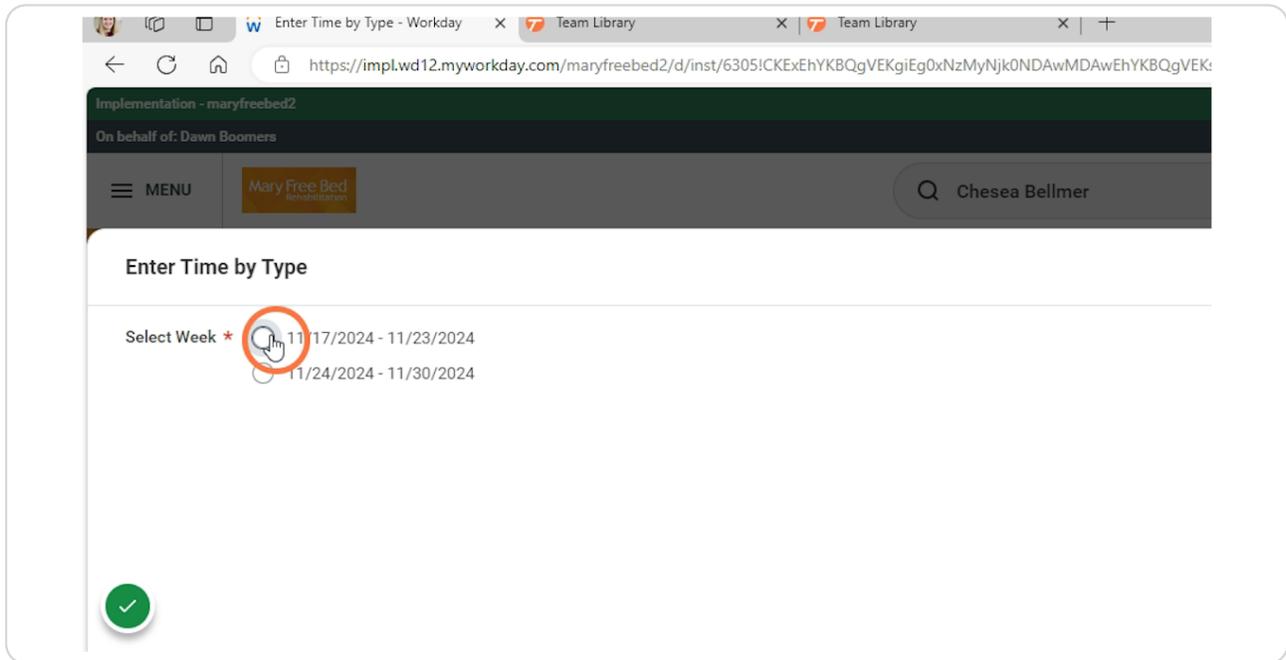
This is where you can enter hours in groups by Time Type (PMLA, ON Call, etc.)

The screenshot displays the Workday interface. At the top, there is a notification banner for the Workday Mobile App with the organization ID 'maryfreebed2'. Below this is a calendar view for Friday, Nov 22, with a 'Regular Pay' entry from 8:00am to 3:00pm. An 'Actions' menu is open over the calendar, listing several options: 'Auto-fill from Prior Week', 'Auto-fill from Schedule', 'Enter Time by Type' (highlighted in blue with a hand cursor icon), 'Quick Add', 'Clear', 'My Team's Overtime Requests', 'Run Calculations', and 'Switch Calendar'. To the right of the calendar is a 'Summary' section for the period 'Nov 17 - 30, 2024', showing a table of time types and hours.

Summary	
Nov 17 - 30, 2024	
Regular	40.5
Holiday	9
Time Off	40

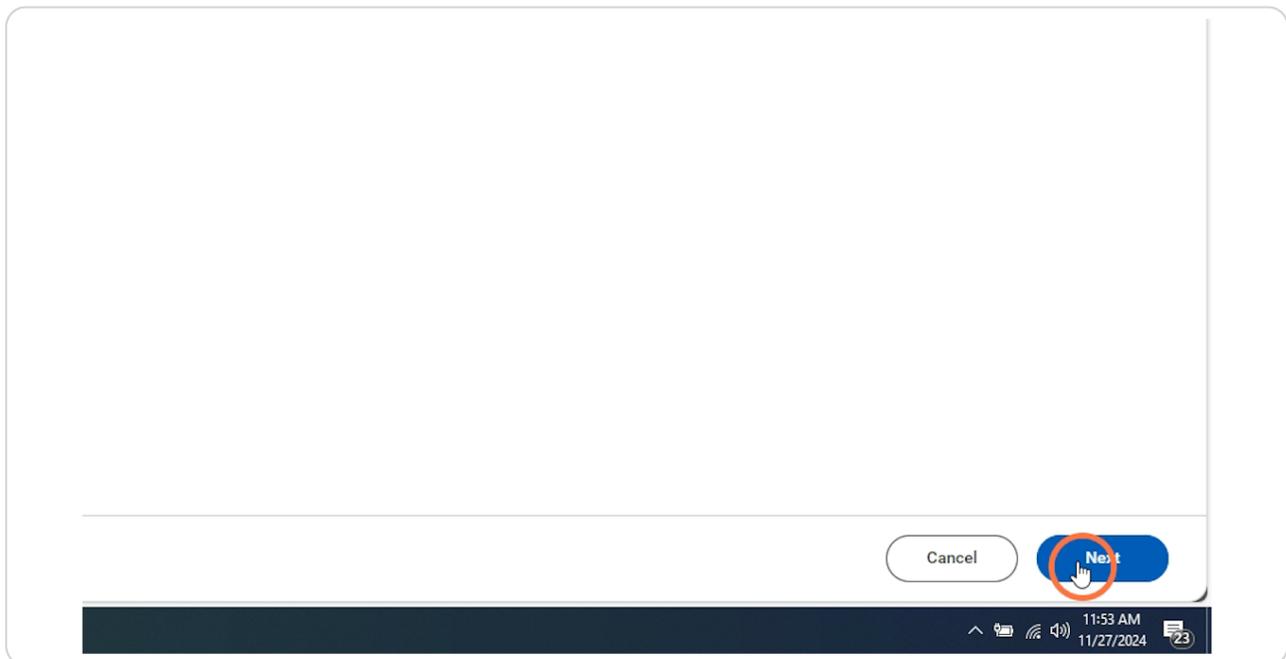
STEP 16

Select the pay period you wish to add the hours for



STEP 17

Click **NEXT**



STEP 18

Adding Hours

Click the + Sign to add the specific hours needed

Enter Time by Type

Chesea Bellmer

2 items

	Time Type	Worktags	Sun, 11/17	Mon, 11/18	Tue
	PMLA		0	8	
			0	8	



STEP 19

Search for the specific code you are wanting to add

Enter Time by Type

Chelsea Bellmer

3 items

	Time Type	Worktags	Sun, 11/17	Mon, 11/18	Tue
<input type="checkbox"/>	Search	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Time Entry Codes		0	8	
<input checked="" type="checkbox"/>	Absence		0	8	

STEP 20

Click here

<input type="checkbox"/>	Search	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input checked="" type="checkbox"/>	← Time Entry Codes		0	8	
<input checked="" type="checkbox"/>	● Incentive		0	8	
<input type="checkbox"/>	○ Light Duty				
<input type="checkbox"/>	○ On Call Pay				
<input type="checkbox"/>	○ Valley Health Weekend Hours Log - Background Unpaid				
<input type="checkbox"/>	○ Travel				
<input type="checkbox"/>	○ CallBack				

STEP 21

Enter Hours per day

	Sun, 11/17	Mon, 11/18	Tue, 11/19	Wed, 11/20	Thu, 11/21	Fri, 11/22	Sat, 11/23
	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="0"/>				
	0	8	8	8	0	0	
	0	8	8	8	0	0	

STEP 22

Click Save & Close

...

Back

Save and Close

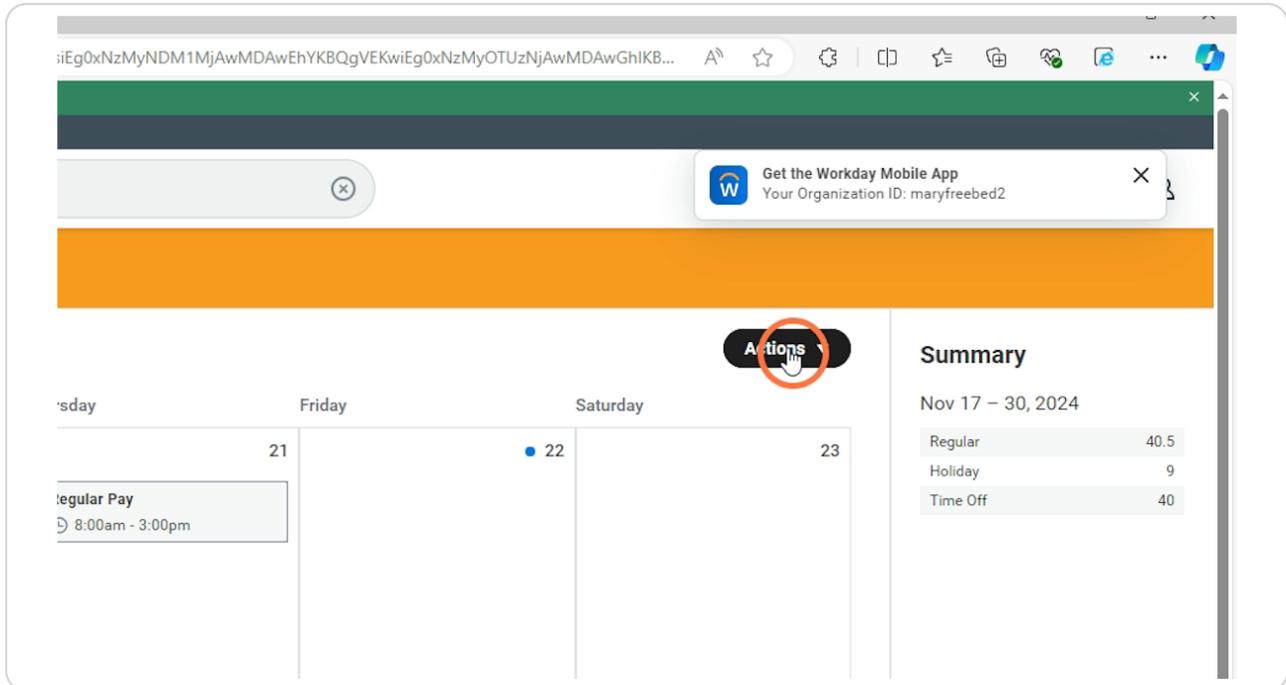
11:53 AM
11/27/2024

STEP 23

Quick Add Option

Another option to add hours per week is Quick ADD option.

Click Actions



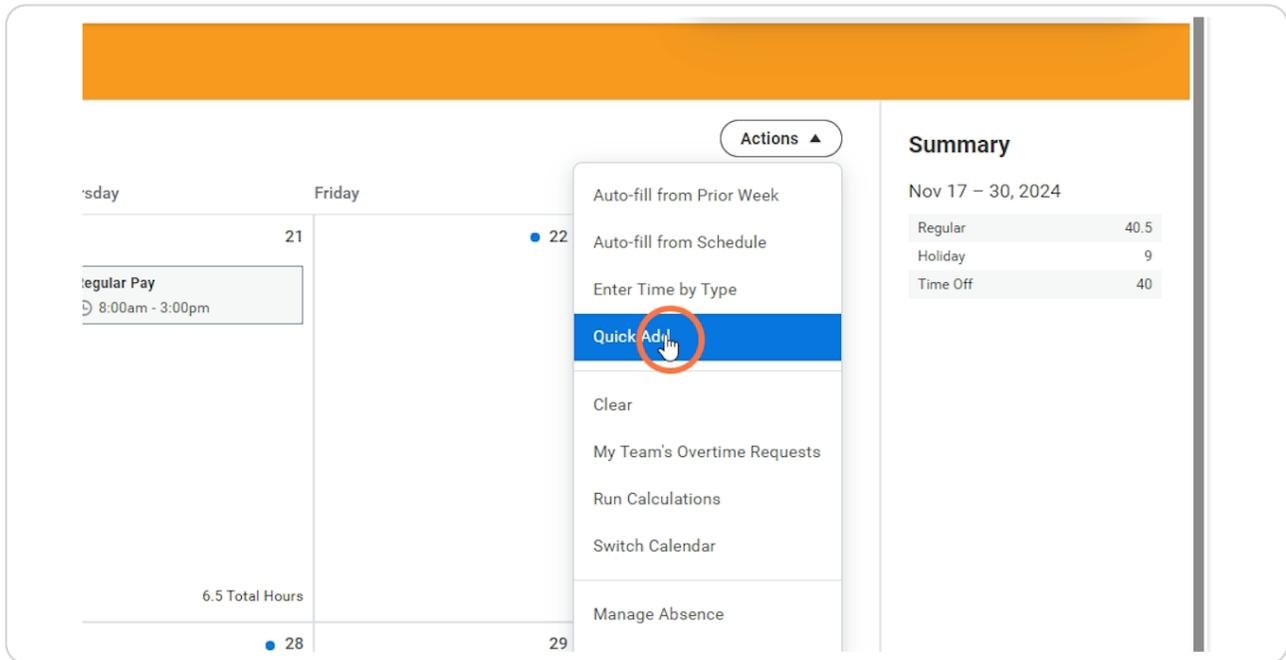
The screenshot shows a web browser window displaying a Workday interface. At the top, there is a navigation bar with a green header and a dark grey sub-header. Below this is a white banner with an orange bar. A notification for the Workday Mobile App is visible, with the organization ID 'maryfreebed2'. The main content area is divided into two sections: a calendar view on the left and a summary table on the right. The calendar view shows days from Thursday to Saturday. The 'Actions' button is circled in red. The summary table shows the period 'Nov 17 - 30, 2024' and lists 'Regular' (40.5), 'Holiday' (9), and 'Time Off' (40).

Day	Hours
Thursday	21
Friday	22
Saturday	23

Category	Hours
Regular	40.5
Holiday	9
Time Off	40

STEP 24

Click Quick ADD

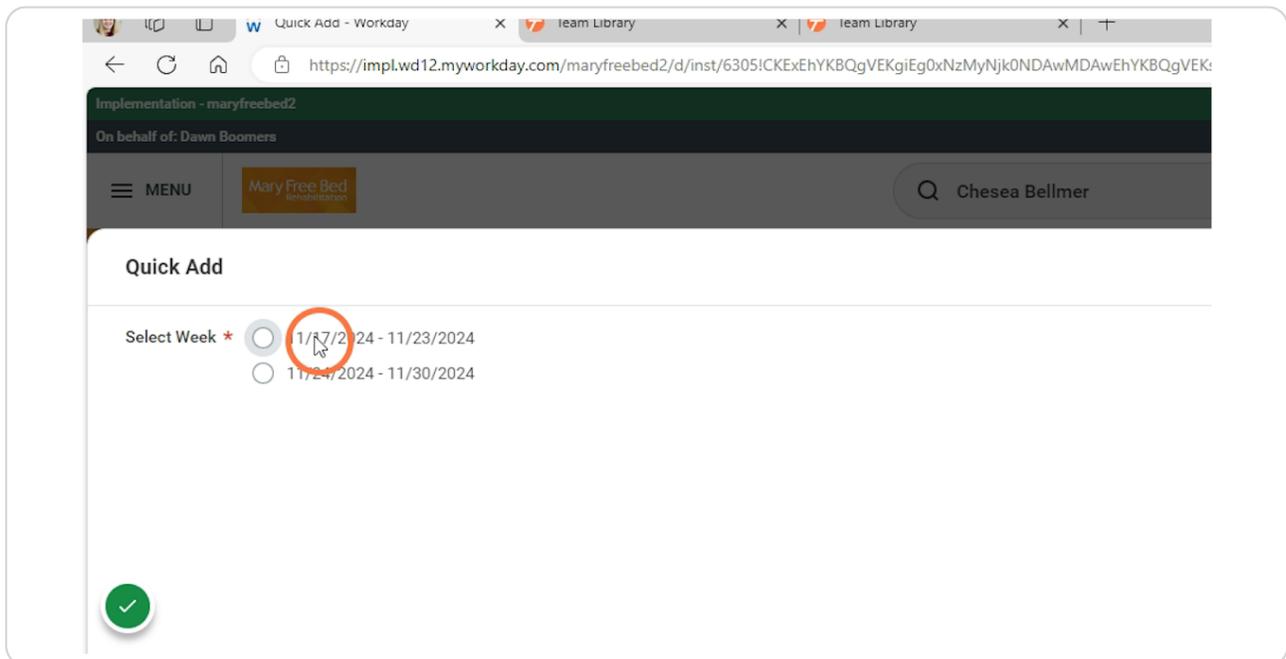


The screenshot shows a Workday interface with a calendar view on the left and a 'Summary' panel on the right. The calendar view displays 'Thursday' and 'Friday' with dates 21 and 22. A 'Regular Pay' box is visible for Thursday, 8:00am - 3:00pm. The 'Actions' dropdown menu is open, listing options: 'Auto-fill from Prior Week', 'Auto-fill from Schedule', 'Enter Time by Type', 'Quick Add', 'Clear', 'My Team's Overtime Requests', 'Run Calculations', 'Switch Calendar', and 'Manage Absence'. The 'Quick Add' option is highlighted in blue and circled in red. The 'Summary' panel shows the period 'Nov 17 - 30, 2024' with a table of hours: Regular (40.5), Holiday (9), and Time Off (40).

Category	Hours
Regular	40.5
Holiday	9
Time Off	40

STEP 25

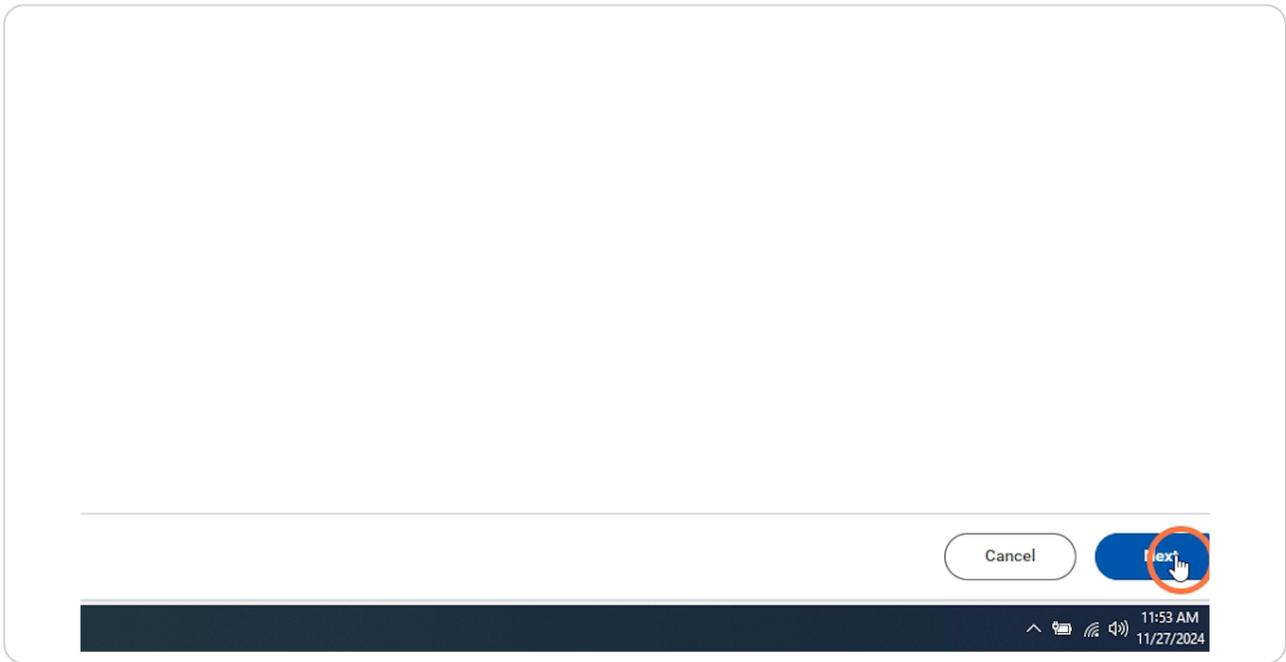
Select the pay period you wish to enter hours on



The screenshot shows a 'Quick Add' dialog box in a browser window. The 'Select Week *' section has two radio button options: '11/17/2024 - 11/23/2024' (selected) and '11/24/2024 - 11/30/2024'. A red circle highlights the first option. The dialog box also shows a 'MENU' button, a search bar with 'Chesea Bellmer', and a green checkmark icon at the bottom left.

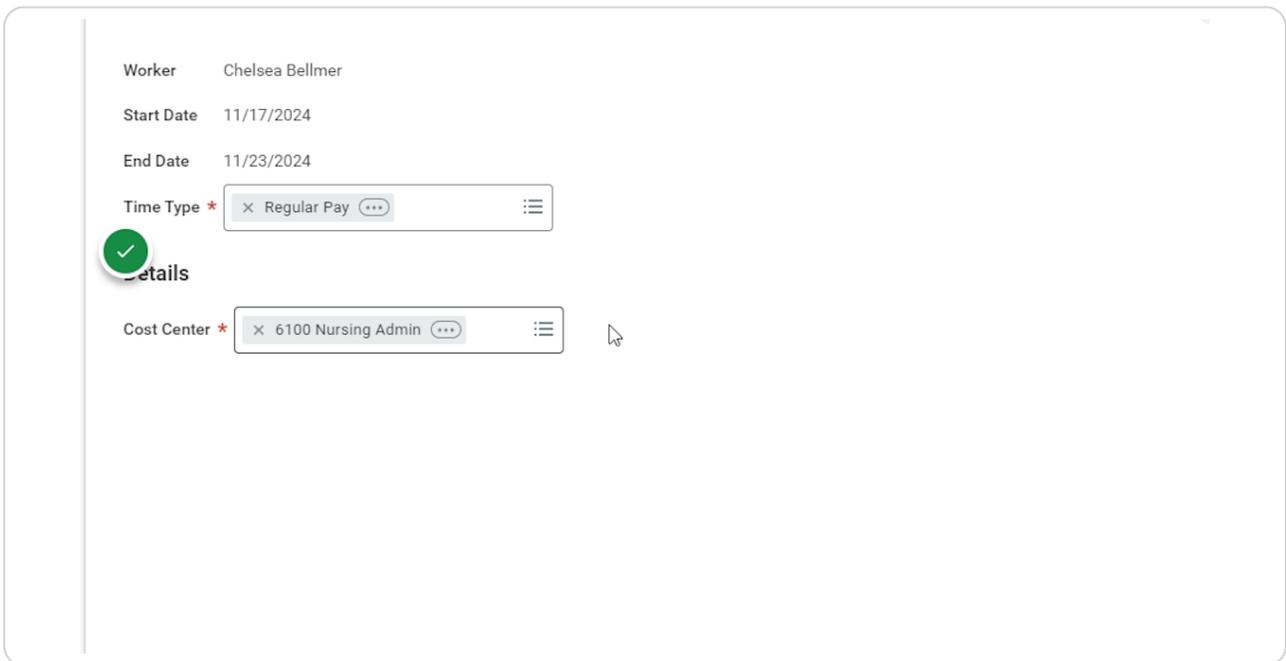
STEP 26

Click NEXT



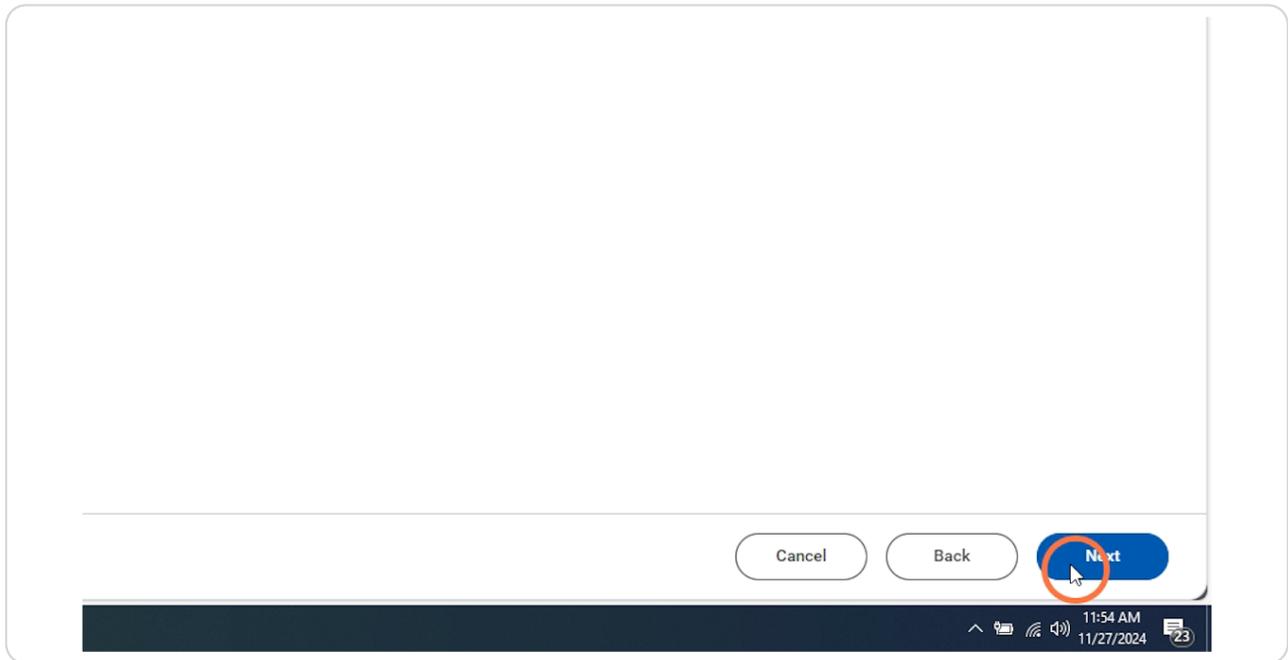
STEP 27

Fill out time Type and Cost Center (if blank)



STEP 28

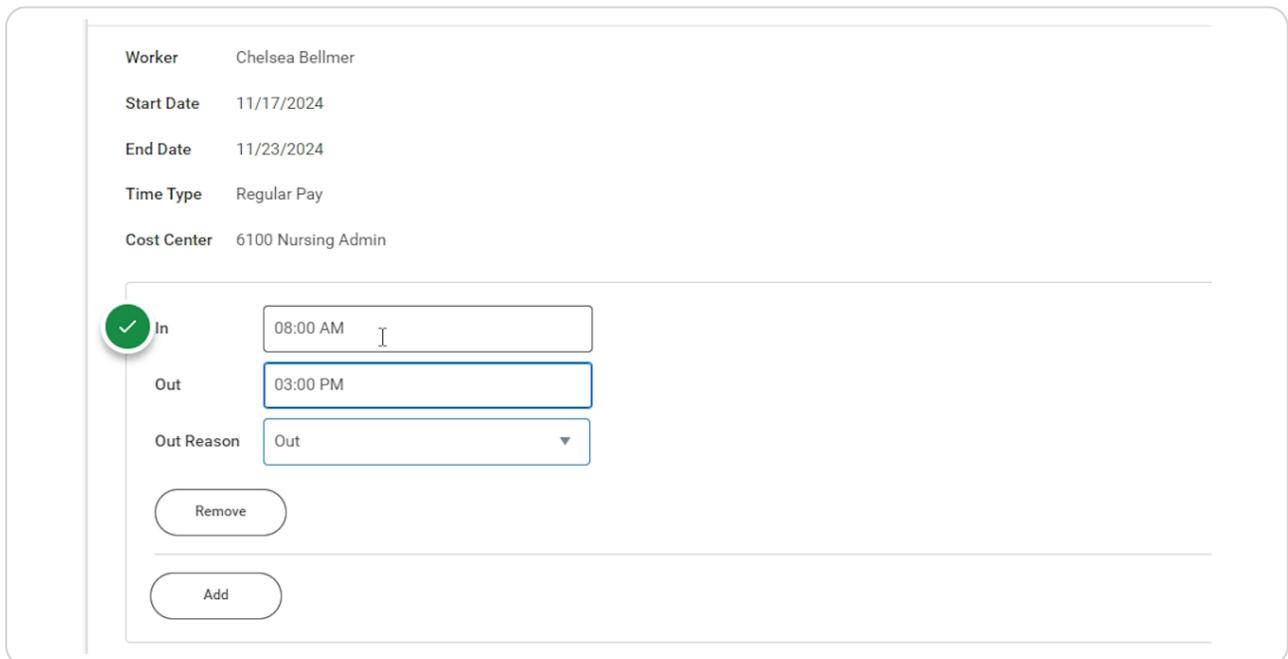
Click **NEXT**



A screenshot of a mobile application interface. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a red circle and a mouse cursor. Below the buttons is a dark status bar with the time '11:54 AM' and the date '11/27/2024'.

STEP 29

Fill out **IN/OUT Times**



A screenshot of a mobile application interface showing a form for entering IN/OUT times. The form includes the following fields:

- Worker: Chelsea Bellmer
- Start Date: 11/17/2024
- End Date: 11/23/2024
- Time Type: Regular Pay
- Cost Center: 6100 Nursing Admin

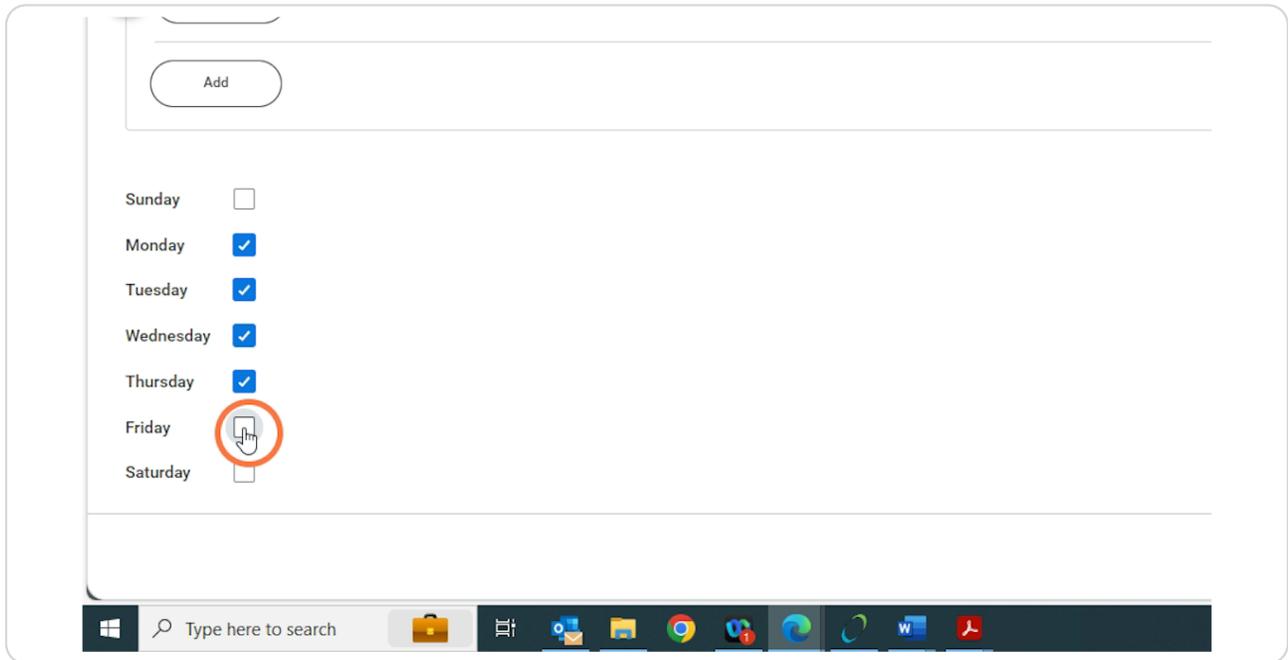
Below these fields, there is a section for entering times:

- In**: 08:00 AM
- Out**: 03:00 PM
- Out Reason**: Out

There are 'Remove' and 'Add' buttons below the time entry section.

STEP 30

Select the dates you wish to add the hours to



STEP 31

Click OK

