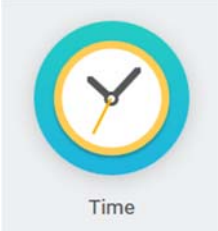
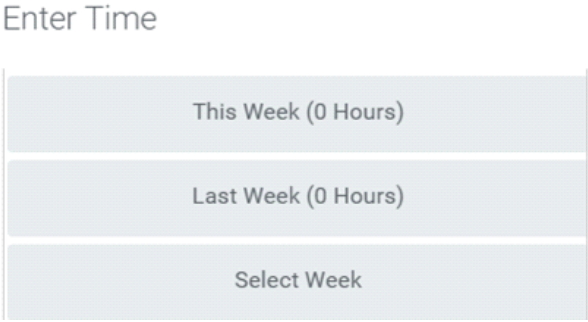

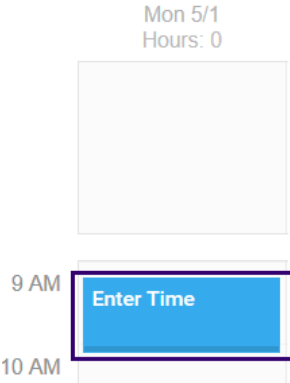
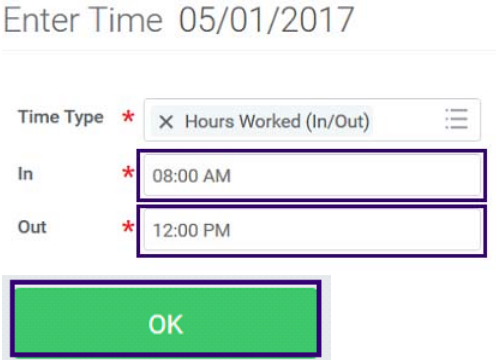

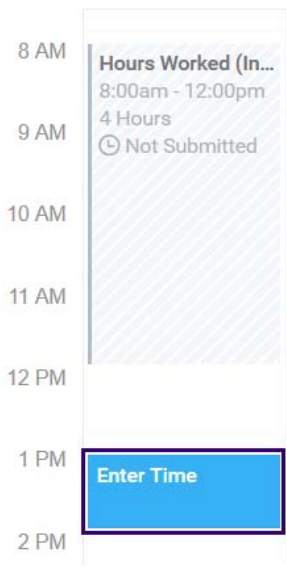
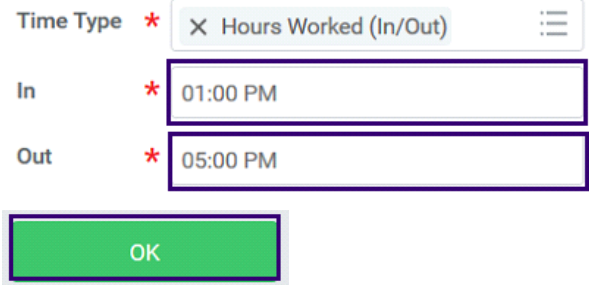

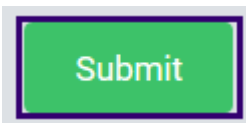
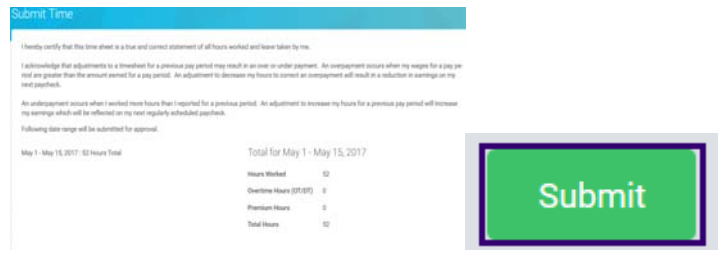


# WORKDAY QUICK GUIDE

ENTER TIME	
1. Select the <b>Time</b> Worklet.	
2. Select <b>This Week</b> , <b>Last Week</b> , or <b>Select Week</b> .	
3. The weekly calendar opens. Use the forward or back arrow to enter time for a different week.	
4. Select a time block to enter time.	
5. The <b>Enter Time</b> window opens. Enter the <b>In</b> and <b>Out</b> times for the first block of time you worked that day. Make sure AM and PM are correct.	
6. Select <b>OK</b> .	

<p>7. Select another time block to enter time worked after returning from lunch/break.</p>											
<p>8. Enter the <b>In</b> and <b>Out</b> times. Make sure AM and PM are correct.</p> <p>9. Select <b>OK</b>.</p>											
<p>10. Repeat steps 4–9 for each day worked that week.</p>											
<p>11. Select the forward or back arrow to enter time for another week.</p>											
<p>12. Repeat steps 4–9 for each day worked that week.</p>											
<p>13. Select <b>Submit</b>.</p>											
<p>14. The verification window opens. Review your hours, and select <b>Submit</b>.</p>	 <table border="1" data-bbox="1055 1669 1193 1764"> <thead> <tr> <th colspan="2">Total for May 1 - May 15, 2017</th> </tr> </thead> <tbody> <tr> <td>Hours Worked</td> <td>12</td> </tr> <tr> <td>Overtime Hours (27.0%)</td> <td>0</td> </tr> <tr> <td>Premium Hours</td> <td>0</td> </tr> <tr> <td>Total Hours</td> <td>12</td> </tr> </tbody> </table>	Total for May 1 - May 15, 2017		Hours Worked	12	Overtime Hours (27.0%)	0	Premium Hours	0	Total Hours	12
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Premium Hours	0										
Total Hours	12										

Link to user guide: [https://isc.uw.edu/user-guides/enter\\_time/](https://isc.uw.edu/user-guides/enter_time/)