
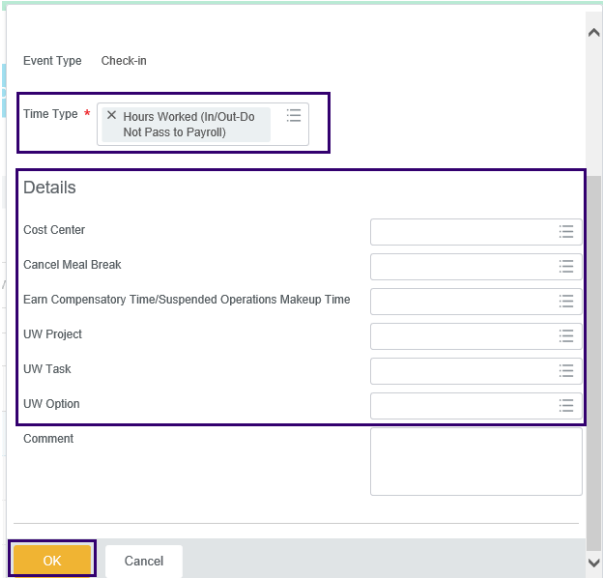
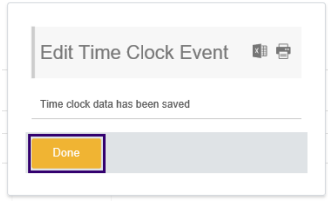

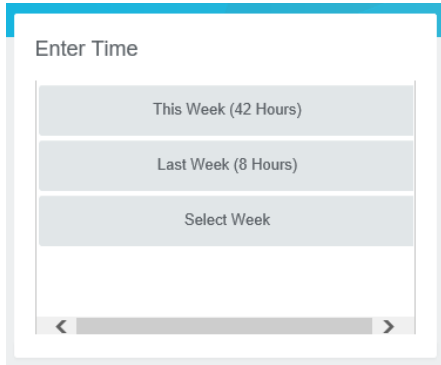

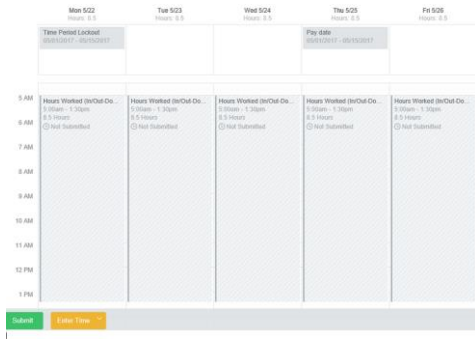
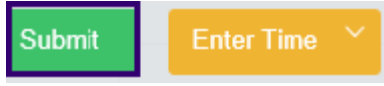
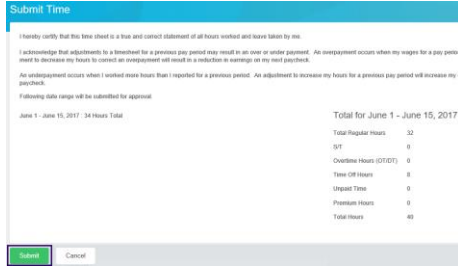


## ናይ አኩ-ታይም (ACCU-TIME) መዝገብ ኣብ WORKDAY ኣዕሪ

<p>1. ነቲ <b>Time (ጊዜ)</b> ዝብል መስርሒ ምረጽ።</p>	 <p>Time</p>														
<p>2. ነቲ <b>Time Clock History (ናይ ጊዜ ሰዓት ታሪኽ)</b> ዝብል ምረጽ።</p>	<p>View</p> <p>My Schedule</p> <p>My Time Off</p> <p>Time Off Balance</p> <p><b>Time Clock History</b></p>														
<p>3. ነቲ ከተመሓይሾ ዝደለኻ ናይ ጊዜ ብሎክ ምረጽ እሞ <b>Edit (ኣዕሪ)</b> ዝብል ምረጽ።</p>	<p>Matched Clock Events 4 Items</p> <table border="1"> <thead> <tr> <th>Clock Event</th> <th>Day of the Week</th> <th>Date</th> <th>Time</th> <th>Time Zone</th> <th>Time Block</th> <th></th> </tr> </thead> <tbody> <tr> <td>Check-in</td> <td>Thursday</td> <td>06/08/2017</td> <td>05:00 AM</td> <td>GMT-08:00 Pacific Time (Los Angeles)</td> <td>Q</td> <td><b>Edit</b></td> </tr> </tbody> </table>	Clock Event	Day of the Week	Date	Time	Time Zone	Time Block		Check-in	Thursday	06/08/2017	05:00 AM	GMT-08:00 Pacific Time (Los Angeles)	Q	<b>Edit</b>
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Check-in	Thursday	06/08/2017	05:00 AM	GMT-08:00 Pacific Time (Los Angeles)	Q	<b>Edit</b>									
<p>4. ነቲ <b>Time Type (ዓይነት ጊዜ)</b> ወይ ንዝርዝራት <b>Details (ዝርዝራት)</b> ናይቲ ናይ ጊዜ ብሎክ ከከም ኣድላይነቱ ኣመሓይሾ።</p> <p>5. <b>OK (ሕራይ)</b> ዝብል ምረጽ።</p>	 <p>Event Type Check-in</p> <p>Time Type * X Hours Worked (In/Out-Do Not Pass to Payroll)</p> <p>Details</p> <p>Cost Center</p> <p>Cancel Meal Break</p> <p>Earn Compensatory Time/Suspended Operations Makeup Time</p> <p>UW Project</p> <p>UW Task</p> <p>UW Option</p> <p>Comment</p> <p><b>OK</b> Cancel</p>														
<p>6. <b>Done (ተዛዚሙ)</b> ዝብል ምረጽ።</p>	 <p>Edit Time Clock Event</p> <p>Time clock data has been saved</p> <p><b>Done</b></p>														

## ናይ ኣኩ-ታይም መዝገብ ኣብ WORKDAY ኣረኩብ

<p>1. ነቲ <b>Time (ጊዜ)</b> ዝብል መስርሒ ምረጽ።</p>	 <p>Time</p>																
<p>2. <b>This Week (እዚ ሰሙን)</b>፣ <b>Last Week (ዝሓለፈ ሰሙን)</b> ወይ <b>Select Week (ሰሙን ምረጽ)</b> ዝብል ምረጽ።</p>																	
<p>3. ሽዑ እቲ ሰሙናዊ ዓውደ ኣዋርሕ (ካላንደር) ይኸፈት። ንዝተፈላለየ ሳምንታት ግዜ ንምቕራብ (ንምእታው) ቀስትታት ተጠቐም።</p>																	
<p>4. ቅኑስ ምህላው ንምርግጋጽ ከኣ ነቲ ዘእተኻየ <b>In (ኣብ ውሽጢ)</b> ከምኡድማ <b>Out (ኣብ ደገ)</b> ግዜ ደጊምካ ረኣየ።</p> <p>ዘይምስናይ ወይ ምምዘባል ምስ ዝህሉ ወይ ናይ ዝተሰርሐ መዓልቲ ግዜ ንምእታው ምስ እትርስዕ ንኸተዐርዮ ንተቐጻጸሪ ግዜን ብኩራትን ተወከስ።</p>																	
<p>5. <b>Submit (ኣረኩብ)</b> ዝብል ምረጽ።</p>																	
<p>6. ኣብቲ ገጽ መወሰነ ግዜ <b>Submit (ኣረኩብ)</b> ዝብል ምረጽ።</p>	 <table border="1"> <thead> <tr> <th colspan="2">Total for June 1 - June 15, 2017</th> </tr> </thead> <tbody> <tr> <td>Total Regular Hours</td> <td>32</td> </tr> <tr> <td>OT</td> <td>0</td> </tr> <tr> <td>Overtime Hours (OTOT)</td> <td>0</td> </tr> <tr> <td>Time Off Hours</td> <td>0</td> </tr> <tr> <td>Unpaid Time</td> <td>0</td> </tr> <tr> <td>Pension Hours</td> <td>0</td> </tr> <tr> <td>Total Hours</td> <td>49</td> </tr> </tbody> </table>	Total for June 1 - June 15, 2017		Total Regular Hours	32	OT	0	Overtime Hours (OTOT)	0	Time Off Hours	0	Unpaid Time	0	Pension Hours	0	Total Hours	49
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