# HOW TO ENTER TIME FOR WINTER BREAK 2018

Workday Program

Attention benefits-eligible hourly staff who normally enter time in Workday: Use this job aid to learn how to input Winter Break time into the system. Advanced deadline dates for the period of time leading up to Winter Break are included below.

Before Winter Break – Important Dates!

In order for you to receive your paychecks before Winter Break, your time must be **submitted and approved** for the following weeks **by 11 am on December 17**:

> **Weeks Ending-**
> **December 15**
> **December 22***
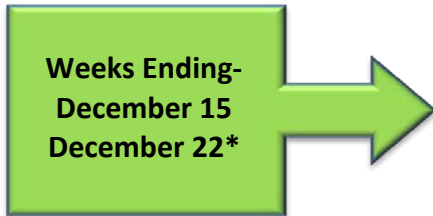
All must be approved by 11 am on December 17!

Observed as Paid Holiday

December 24

December 25

January 1

Observed as Paid Winter Break Closing

December 26

December 27

December 28

December 31

*Please estimate your time as you will be submitting it in advance.

Winter Break Week Begins Week of December 16

- Enter time for December 24 and 25 as **Paid Holiday**
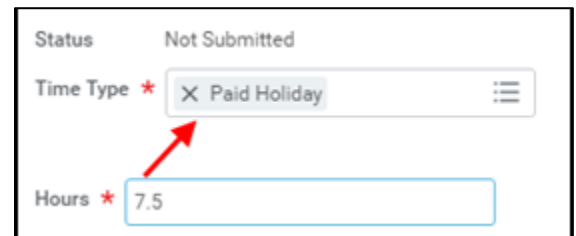

Winter Break Week beginning December 24

1. Enter time for December 26, 27, 28 and 31 as **Summer/Winter Break Hours (not worked)**

2. Enter time for January 1 as **Paid Holiday**

3. Time for the week should be submitted and approved by deadline – **10AM on January 2**

   Winter Break Ends at the start of business on Tuesday, January 2, 2019

ENTERING TIME WORKED

Using Workday's Time Tracking functionality, hourly-paid workers must enter time worked each week in order to be paid in a timely manner. Follow the steps below to get started.
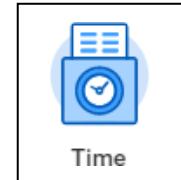
1. Select the **Time** worklet on Your Landing Page

2. Select an option under the **Enter Time** section
   - This Week
   - Last Week
   - Select Week

3. Double select day of the week to enter time

4. Enter **Time Type** and **Quantity** (hours) worked and select **OK**

   - **Time Types include:**
     - Regular Hours (**Note:** This is the most commonly selected time type)
     - Holiday Premium Pay
     - Paid Holiday
     - Administrative Closing
     - Summer/Winter Break Hours (not worked)
     - Sunday Premium Pay
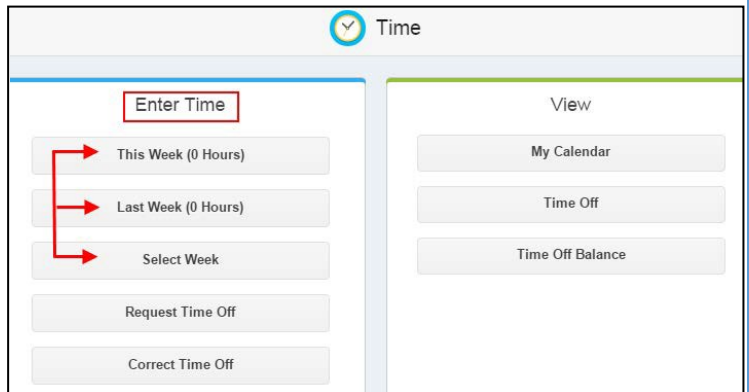
Note: Do NOT fill-in the **Details** section unless advised to do so by your HR Coordinator

5. Check the **total hours** at the top of the screen to be sure your time is reported accurately

6. Select **Submit.** Workday will then bring you to a confirmation screen where you may review your entries. Review the time you are submitting, but remember to select **Submit** one more time (at the bottom of your screen) to ensure it is routed to Payroll.

Note: If you were absent for part of the week, you will need to enter time out of the office through the **Time Off** worklet in Workday, or use the **Enter Time** button at top of screen. After you log the time off, it too will appear in this calendar. When you hover over any time blocks, the **Approval** status will display.