Enter Time: View and Enter Time

This tip sheet does not apply to Kronos users!

24-Hour Validation
Employees cannot be paid for more than 24 hours in a day:

- **Example (1):** 12 hours On Call + 14 hours Regular Bi-Weekly = 26 hours total
- **Example (2):** 3 hours Sick (pending or approved) + 24 hour shift = 27 hours total

If an employee has entered more than 24 hours on a single day, the employee will NOT be able to submit their timecard for the week, unless they correct the issue.

The Timekeeper will NOT be able to submit the timecard for the week either, unless they correct the issue on the employee’s behalf.

Both will receive a hard stop and a message:

“There are more than 24 hours entered for MM/DD. This timecard cannot be submitted for approval until the hours entered are less than or equal to 24 hours.”

Additionally, if Payroll runs a Mass Submit to approve any unapproved timecards at the end of the Biweekly period, that employee’s timecard will NOT be approved or paid for the entire week unless it is corrected prior to the payroll deadline.

Exceptions
All time tags will count towards the 24 hour calculation with the exception of: (1) Holiday pay; (2) Part-time holiday; (3) Substitute holiday; (4) Travel time (call back); (5) Charge (acting sergeant); (6) Automatic lunch deduction

Student Employees
When entering or editing time on the timecard, student employees must verify the correct **Position** and **Time Type** to ensure the correct payment and accounting of hours:

<table>
<thead>
<tr>
<th>Position</th>
<th>Time Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Federal Work Student (In/Out)</td>
</tr>
<tr>
<td>Miami Commitment Sponsored</td>
<td>Miami Commitment Intern Sponsored (In/Out)</td>
</tr>
<tr>
<td>Non-Federal Work Study or non-sponsored funded Miami Commitment</td>
<td>Student Assistant Non-FWS (In/Out)</td>
</tr>
</tbody>
</table>

Student employees who do not select the correct **Time Type** for their position will receive an error message. Instructions for correcting errors will be in the error message.

Student employees will not be able to submit their timecard and timekeepers will not be able to approve it until errors are corrected.

Clocking In
From your Workday Home page:

1. Click on the Time worklet
2. Click Check In
3. If you have additional jobs, click ▼ to select Position
4. Verify the correct Time Type
   - **Student employees must** select the correct **Time Type** from:
     - Student Assistant Non-FWS (In/Out)
     - Federal Work Study (In/Out)
     - Miami Commitment Intern Sponsored (In/Out)
5. Click OK and then click Done
6. Under Time Clock an icon will appear indicating that you are Checked In

**Clocking Out for Lunch (If applicable)**

From the Time worklet:
1. Click Check Out
2. Select the Reason: Meal
3. Click OK
4. Click Done
5. Under Time Clock this icon will appear indicating that you are Checked Out (meal)

**Clocking Out**

From the Time worklet:
1. Click Check Out
2. Select the Reason: Out
3. Click OK
4. If submitting the timecard for the week, Click View My Calendar, otherwise click Done
5. Under Time Clock this icon will appear indicating that you are Checked Out

**Viewing and Submitting Timecard**

Timecards must be submitted every week. Please submit your timecard sometime between the last clock out on Wednesday and Thursday morning at 9:00AM.
1. Click on the Time worklet
2. Click on This Week under Enter Time
3. Review your timecard and click Submit
4. Review details and click Submit

**Note:** When viewing timecards, each time block will indicate to which position the time is being charged.

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**Charging Your Time to a Different Legacy Value (FRS Account)**

If you are performing an activity for which you were given a different Legacy Value (FRS Account) to clock in with, please follow these instructions:
1. Start with steps 1-6 under Clocking In
2. Enter the Legacy Value you were provided with
3. Click OK

**Review Time by Week**

This feature concisely displays the reported time block information for the pay week in an alternative table view, to counter the default calendar view.

![Review Time by Week](image)

While viewing the employee’s timecard in Workday:
4. Click on Enter Time
5. Click on Review Time by Week
6. The table view will display. Now you have the option to:
   - Click on ➓ to navigate between weeks
   - Click 🔍 on to each row to view standard information for each time block
   - Click 🌱 to access filtering options
   - Click 📈 for chart views
   - Click 🔎 to download in Excel format
7. Click on Done to go back to the timecard
**Timecard Information**

**Time Block Status**
The time block color will change to denote the status:

- [ ] 6:00am - 11:00pm = Unsubmitted Time Blocks
- [ ] 8:00am - 5:00pm = Submitted, pending approval
- [ ] 9:00am - 5:00pm = Approved

**Unmatched Punches**
If an employee has an unmatched punch for the day, a block will appear at the top of that date.

*Note:* While an employee is clocked in, the In punch will also appear as an “Unmatched” punch until they clock out for lunch or for the day.

The timekeeper can still go to *View Time Clock History* to see this information and correct it:

1. Click on [ ] for the employee
2. Click on Time and Leave > View Time Clock History

But now they can also click on this block and will have the ability to add the missing punch in the timecard:

1. Click on [ ] for the employee
2. Click on Time and Leave > Enter Time
3. Verify the Date, or click [ ] to adjust
4. Click OK
5. Click on the relevant *Unmatched Clock Event* at the top of the date
6. Make necessary adjustments (*In* time, *Out* time, *Out Reason*) or Delete Clock Event
7. Click OK

**Time Block Details**
To view time block details:
1. Click on the time block
2. Click on View Details
   This view includes *Reported* details, *Calculated* details and *History*