Time Entry Cheat Sheet

This step-by-step document is intended to assist with submitting Time Entries via Workday.

Please note that McGill is on Bi-Weekly pay system. Hourly employees follows B2 calendar and are paid every second Thurdays on a 2-week delay

Verification: Before you start entering your time in Workday, please ensure you are enrolled as an employee and have completed all your Onboarding tasks. To do so:

i. Connect to the VPN and complete the 2 FA Authentication
ii. Login to Workday and start typing your first and last name in the Search field
iii. Under the Personal tab, verify that you complete all of your Onboarding tasks, including your Gender, Date of Birth date, Country of birth, Citizenship status and Mailing address
iv. Under the Pay tab, verify that you complete your Payment Election to allow for direct deposit of your salary into your bank account
v. Ensure that you hit "Submit" and "Done" on all Onboarding tasks and Payment Election update made to ensure successful completion of the tasks
vi. From the Summary page, verify that you should see your job title and other details. If not, please contact Isabella.Mottillo@mcgill.ca, copy Amitsu.Huang@mcgill.ca. Include your McGill ID and provide a screenshot of the issue being reported
vii. If you hold multiple positions, please ensure to click on the left-right arrows underneath the position title to select the position's profile you are looking for.
viii. Proceed with your time entry submissions as described below

1)
Click on the Time application as seen here. You will have the option to enter time for a specific week as described below:

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

Request Time Off

Correct Time Off

This Week: Access the Time Entry Calendar to enter hours worked for the current Sunday–Saturday week.

Last Week: Access the Time Entry Calendar to enter hours worked for the previous week.

Select Week: Access the Time Entry Calendar for any week in the past or in the future. This can be useful for viewing holidays.

Request Time Off: Time Off can be requested using this Task or through the Absence application.

Correct Time Off: Time Off can be corrected using this task or through the Absence application.

Time

2)
Enter time slots as you work them, edit, and submit, only after entering all your hours for the selected week (and not on a daily basis) by using the Time Entry Calendar.

THE TIME ENTRY CALENDAR

The Time Entry Calendar allows you to enter, edit, and submit time.

Time Totals vary according to employee eligibility.

Green time blocks are approved.

Grey time blocks are not approved yet. They can be Submitted or Not Submitted.

Lunch breaks must not be included in time blocks.

Note

Once time is entered, it is automatically saved and does not need to be submitted until the time period lockout (see the Time entry timeline section for more details).

3)
Select Option 1 to add or edit Time Entries for a day; Select Option 2 to add Time Entries for multiple days.

OPTION 1: MICRO-EDIT

Click directly on the Time Entry Calendar to edit existing time blocks or add time blocks directly to a day.

OPTION 2: ENTER TIME

This option allows you to enter time in and out a little more quickly, especially if you are entering multiple days at once.

1. Click on the **Enter Time** button at the bottom of the screen.

2. Select **Enter Time**.

3. Enter your **In** and **Out** times, and populate the **Out Reason**.

First choose "hours worked". "Out" reason can be *meals* or *out*. If hours worked is more than 5 hours, and a break is required.

Enter Time   2021-09-27

    ×

Time Type ***** | × Hours Worked ☰

In *****

Out *****

Out Reason | Out ▼

Hours ***** 0

Position | select one ▼

If you hold multiple positions, you will see soft alert reminding you to select the correct position when entering hours.

Alert

1. **Page Alert**
   - Employee has multiple positions. Please review time entries across all positions (via the enter time calendar) before approving.

4)

After submitting your time, please make sure to notify your supervisor and make sure your hours are approved. You are encouraged to log in your hours worked on a daily basis.

You MUST submit hours worked on a weekly basis as soon as notified by Workday that the period is open before it locks to ensure accuracy and to avoid delays in approving hours worked.