Explore

Enter Time / Edit Time Entered (Manager)

Important Information:

- Log on to **Single Sign-On** (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select Workday from the SSO Menu.
    - First time users can select the "New Employees – Set up your password" link on the home screen to establish a password.
    - For existing users who have forgotten their password, the "I forgot my password" link will guide you through the process of establishing a new password.

Steps

1. From your Workday Home page, navigate to the Employee's worker profile by typing the name of the Employee in the **Search** bar

2. In the search results, click the Employee's name to view their Worker Profile

3. Click the **Actions** button under the Employee's Worker profile picture
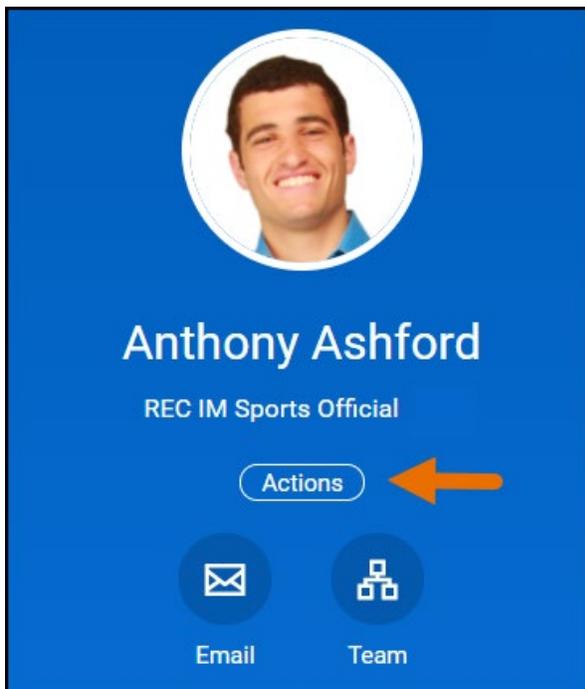
4. Navigate to **Time and Leave** and click **Enter Time**
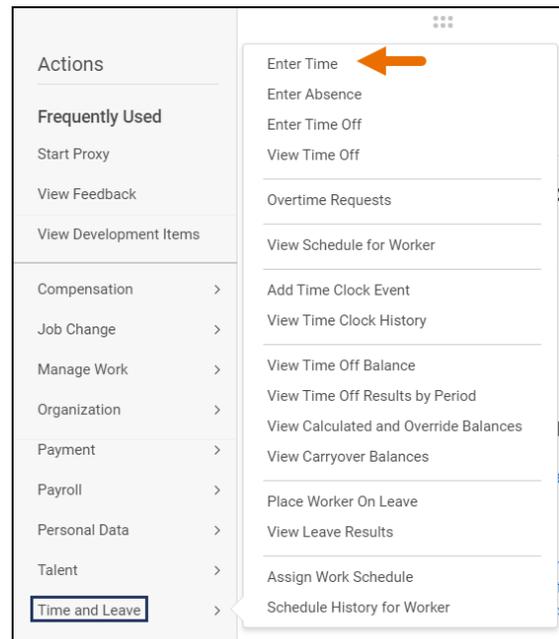
5. Enter the **Date** for which you need to enter time for your Employee
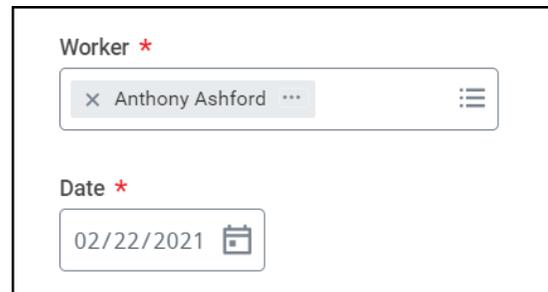
6. Click **OK.** The Employee's **Time Calendar** for the week containing the day you entered will display

7. Click on the Day / Date for which you need to enter time worked. A blue **Enter Time** box should appear, and then a pop-up will display
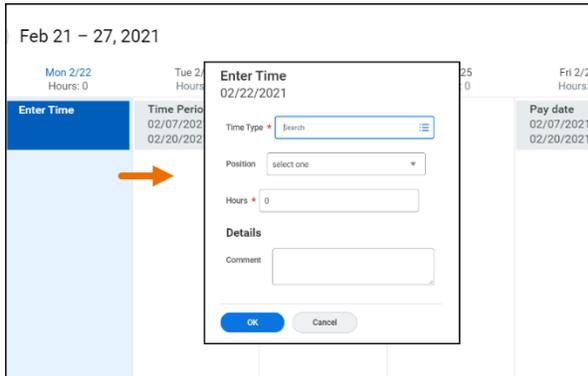
Note: Alternatively, you can click on an existing Time box and make changes to the hours entered by an employee. The same instructions apply.

8. Click **Time Type**

9. Select **Time Entry Codes or Projects** and select the appropriate code or project
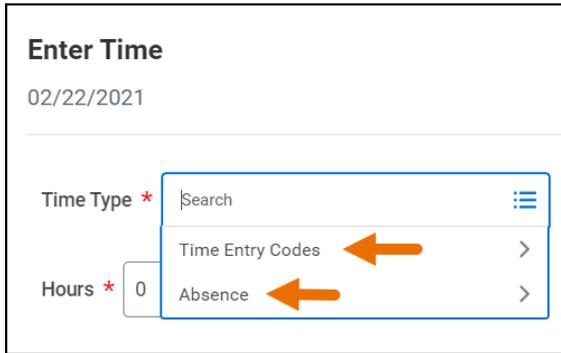
10. Enter the number of **Hours** worked

11. Click **OK**. You will see that the time has been added to the calendar
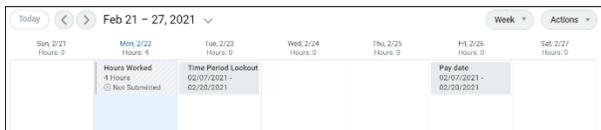
12. Click **Review** at the bottom of the page. The **Submit Time** summary page will display. Review the time entered
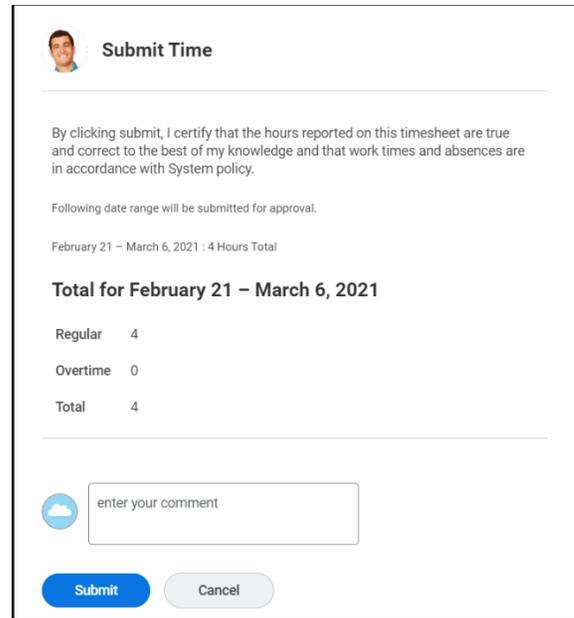
13. Enter any comments, as needed

14. Click **Submit**

This completes the **Enter Time / Edit Time Entered (Manager)** process