1. Log into Workday using your Furman ID and Password.
2. Click on the Time Worklet on the Home Page.
3. Select the appropriate week.
4. From the week displayed, click anywhere on the day of the week that you would like to enter time for (Monday in the example below).

- This will open a window in which you enter “In” and “Out” time. Your timesheet will default to Hours Worked; select the Time Type menu to select other options such as Vacation or Sick Time.
- Out Reason will always display as “Out”. There is no need to enter any information within the Details section unless you want to enter a Comment (i.e. appointment).
- When you have entered the hours worked, click “OK”.

![Enter Time Window](image-url)
5. Enter two time blocks each day to account for your meal break (see example below).
6. Your timesheet is automatically saved. **Submit your timesheet once it is complete for the pay period.** Both weeks will be submitted together. Your manager will receive a notification alerting him/her of your timecard submission.

![Submit button](image1)

7. When you click submit, the below screen will appear. You will need to click submit again to send to your manager for approval.

![Submit screen](image2)

- Once it has been submitted, you will see the following screen.

![Submitted screen](image3)
Updating your timesheet after it has been submitted: The system will allow you to make changes to your timesheet after it has been submitted and/or approved, as long as the pay period is not locked (WHAT IS OUR DEADLINE GOING TO BE?). From your timesheet, click on the time-block (8:30am to 12:00pm in the example below) that you would like to update.

Enter your changes (changed to 1:00pm) and click “OK” to save.
When you make a change to a timesheet that was previously submitted, the Submit button will reappear. Select the submit button to resend your timesheet to your approver.

Select Submit again at the next screen, which provides an option to enter a comment to the approver (manager). This would be an opportunity to explain the reason you are resubmitting your timesheet.

- Holiday hours will automatically appear on your timecard if you work 37.5+ hours a week when you enter hours worked for that week.
- For employees who work less than 37.5 hours per week, you will be responsible for recording holiday hours.
- Enter Absence will be in a separate training guide.
- If you have multiple positions, will need to access your timecard via your profile (and switch over positions).