

**USER MANUAL**  
**WORKDAY TIME TRACKING**

**Introduction**

This document provides the steps to submit a timecard within Workday.

Please visit Inside Adobe > Resources > Time Off for more information about Adobe's Time Off and Leave policies.

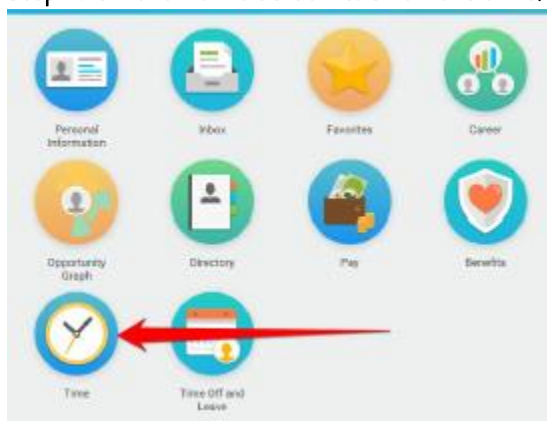
There are 3 types of time entries that can be input via the Timecard. Each time entry can be input for a day.

<b>Time Off Type</b>	<b>Found under</b>	<b>Special Observation</b>
Business Trip	Time Entry	
Work from Home	Time Entry	
Romania Paid Days off in Lieu	Time Off	Can be input through Time Off or Timecard

**How to Complete a Timecard in Workday**

Step 1: Login to Workday

Step 2: On the home screen click on the time/clock icon.




Step 3: Click on the day that you want to input time and a "time block" will open, with default Business Trip as the Time entry.

							Business Trip Days	Work From Home	Paid Days Off	Total Days
							0	0	0	0

May 7 – 13, 2018							View	Week
Mon 5/7 Hours: 0	Tue 5/8 Hours: 0	Wed 5/9 Hours: 0	Thu 5/10 Hours: 0	Fri 5/11 Hours: 0	Sat 5/12 Hours: 0	Sun 5/13 Hours: 0		


Enter Time 04/19/2018

Time Type \*  


Days \*


Details


Comment

Step 4: You may choose a different Time Type by clicking on the  to choose from the **Time entry codes**: Business Trip or Work from Home, or **Time Off code**: Paid Days (Day in Lieu).

Enter Time 05/10/2018

Time Type \*  

 Time Entry Codes >

 Time Off >

Days \*

Details

Comment

STEP 5: Enter your day by putting a "1" in the "Days" box

Enter Time 05/10/2018

Time Type \*

Days \*

Details

Comment

Step 6: Click OK to save your time.

Step 7: After you enter time, the **Submit** button will appear.

The total time worked for the week appears in the upper right side of the screen.

Business Trip Days	Work From Home	Paid Days Off	Total Days
1	1	0	2

Step 8: After time for the week is entered, click the submit button at the bottom left on your screen.

Today < > May 7 - 13, 2018 View Week

Mon 5/7 Hours: 0	Tue 5/8 Hours: 0	Wed 5/9 Hours: 0	Thu 5/10 Hours: 0	Fri 5/11 Hours: 0	Sat 5/12 Hours: 0	Sun 5/13 Hours: 0
	Business Trip 1 Days ⊙ Not Submitted	Work From Home 1 Days ⊙ Not Submitted	Romania Paid Days Off (Days in Lieu) 1 Days ⊙ Not Submitted	Enter Time		

Step 8: You'll then see a summary screen; scroll to the bottom and click submit after reviewing the summary.

Submit Time

Time tracking text

Following date range will be submitted for approval.

May 7 - May 13, 2018 : 0 Hours Total

Total for May 7 - May 13, 2018

Business Trip Days 1

Work From Home 1

Paid Days Off 0

Total Days 2

enter your comment


Submit Cancel

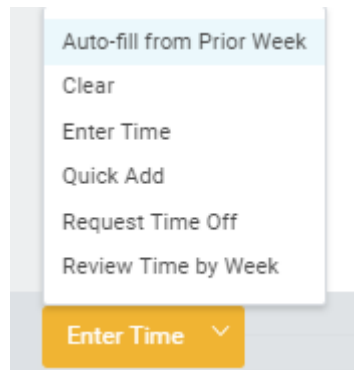
When you successfully submit your timecard, your time blocks will appear with green "Submitted" status and the submit button disappears.

Today < > May 7 - 13, 2018

Mon 5/7 Hours: 0	Tue 5/8 Hours: 0	Wed 5/9 Hours: 0	Thu 5/10 Hours: 0	Fri 5/11 Hours: 0
	Business Trip 1 Days ✓ Approved	Work From Home 1 Days ✓ Approved	Romania Paid Days Off (Days in Lieu) 1 Days ✓ Approved	

## How to complete a timecard by entering multiple days at one time

STEP 1: Click on the  button, navigate to the drop-down menu at the bottom left of the page and the following choices will appear.



STEP 2: Select one of the following options:

### **Auto-fill from Prior Week**

Select one of the weeks and copy its time blocks to the current week. Then you can edit.

### **Enter Time**

Tabbed screen to enter time blocks per day

### **Quick Add**

Complete time blocks for select days. System will add the time to the selected days. \*Use Quick Add to enter multiple days for a week at one time.

## How to delete a time block \*

STEP 1: Double click on the entry to be deleted for Business Leave or Work from Home.

\* Paid Days off (Paid in Lieu) is a time off and will need to be corrected from the Correct Time off (see User manual - Time Off)

Enter Time 05/09/2018

Status Approved

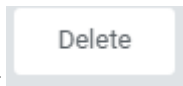
Time Type \*

Days \*

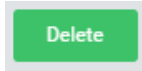
Details

Comment

STEP 2: Select

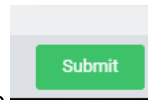


STEP 3: Confirm and

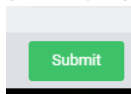


time block

STEP 4: You MUST Resubmit your timecard by clicking on the



button and then the



on the Summary Page.