

Workday: Time Tracking



FLORIDA A&M UNIVERSITY
**HUMAN
RESOURCES**
DIVISION OF FINANCE AND ADMINISTRATION

Document Information

Department: Office of Human Resources | HR Training Template No.:

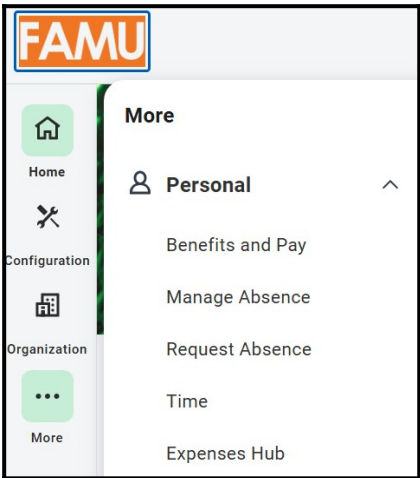
Effective Date: 4/25/2025 | Revision(s): V1

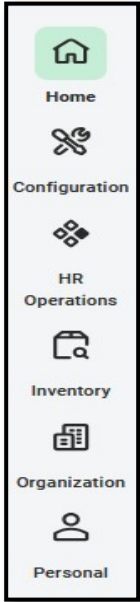
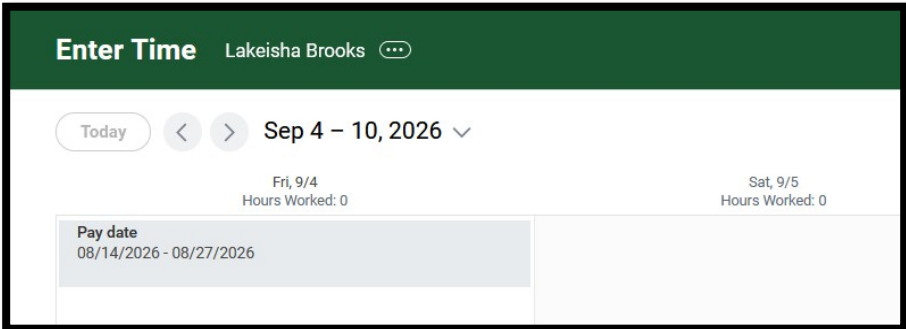
Subject: Time Tracking

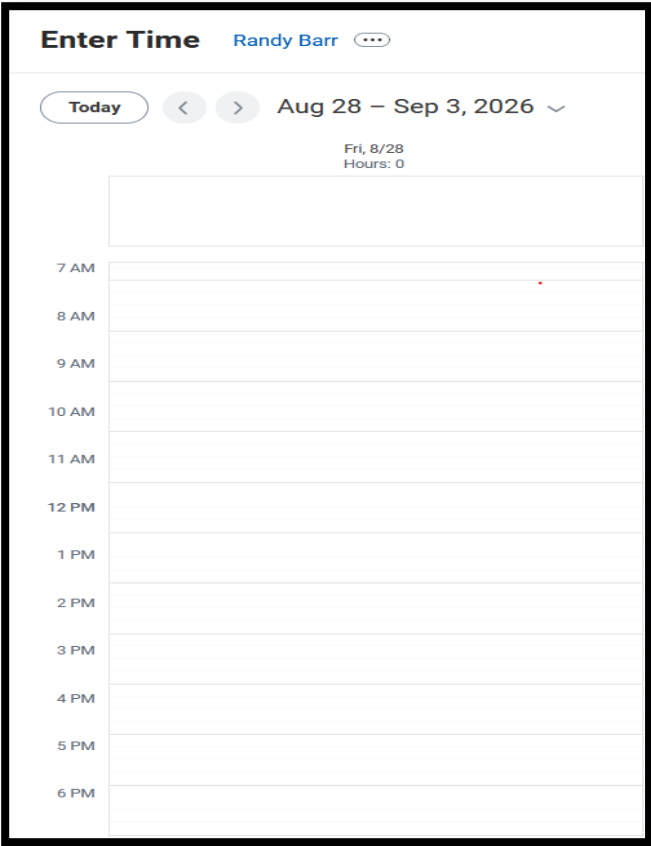
Purpose: This job aid will show users how to enter and submit hours worked in Workday. The only group of employees required to submit hours worked is USPS and OPS employees.

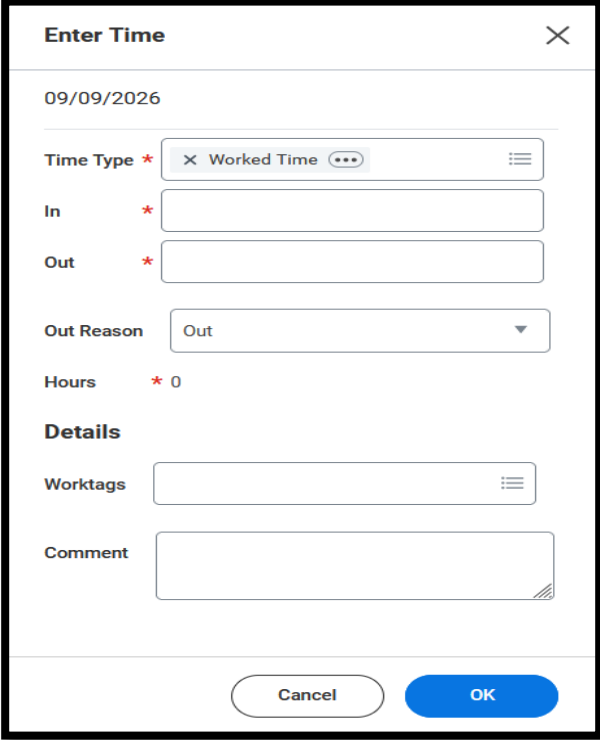
Related References:

Enter Time

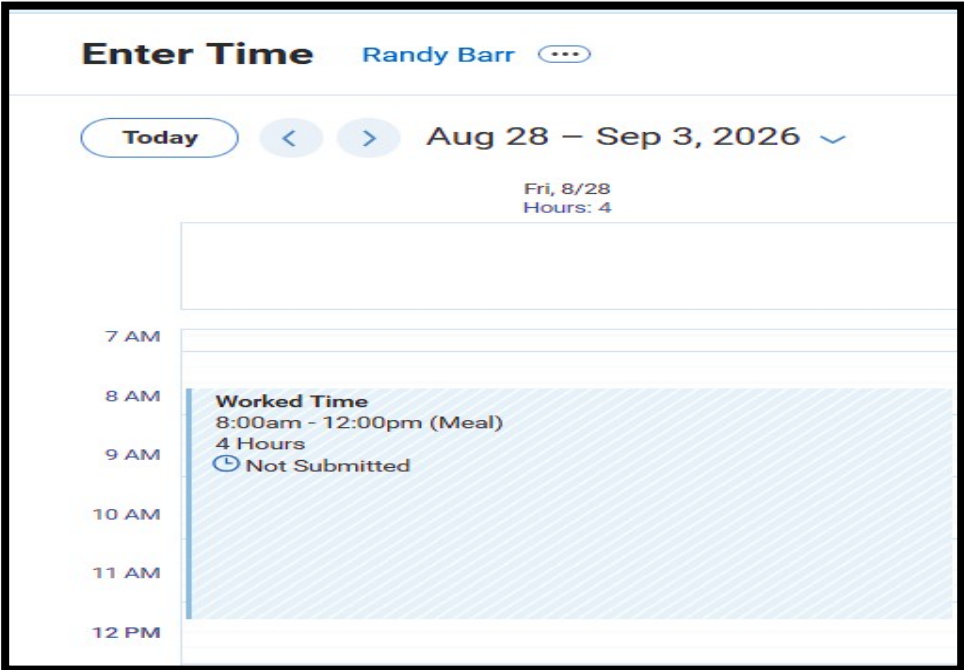
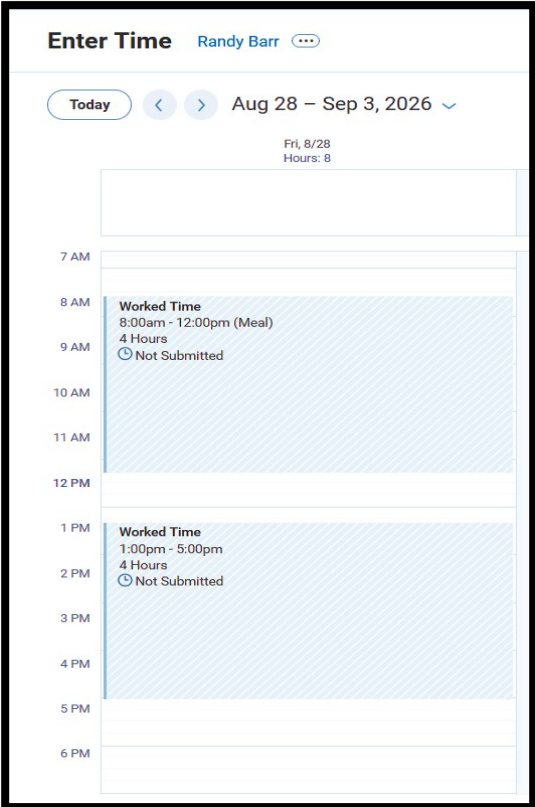
Step	Actions
1.	From the Workday homepage, click More. Scroll down to Personal and click Time. 
2.	The Personal tab can also be found on the Workday homepage under Home.

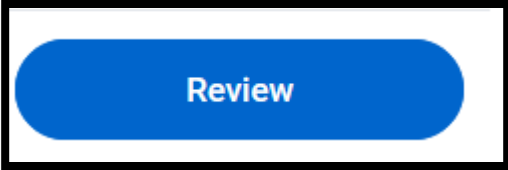
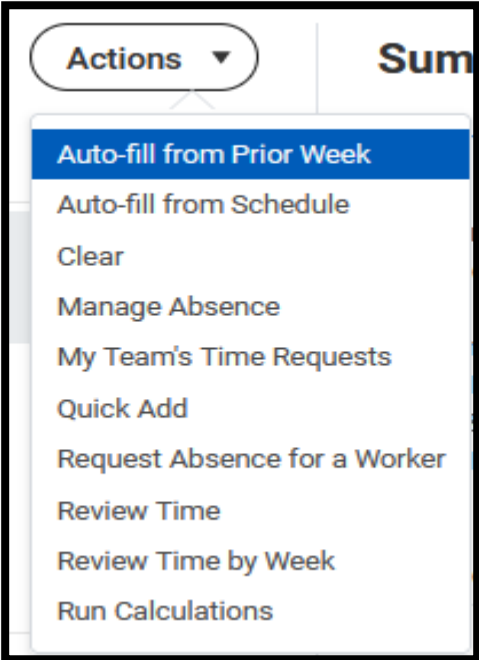
Step	Actions
	
3.	You have three options. Please select the one that applies to the situation: whether hours need to be submitted this week, last week, or for a specific week.  On the next screen, the timesheet will appear by workweek. 

Step	Actions
4.	Report hours worked by time blocks. Click on the specific day you want to log, starting at the 7 AM slot. 
5.	Next, a box appears with a pre-populated Time Type field.

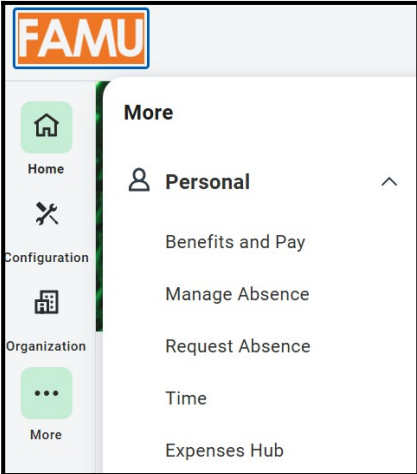
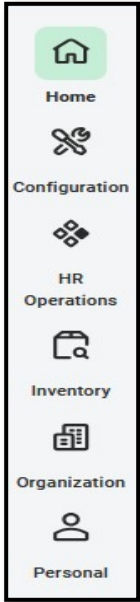
Step	Actions
	
6.	Entered time in and out as shown below (Please enter in/out times using the following format: 8 AM, then click tab for each entry). Click on the drop-down box under Out Reason and select Meal. Click OK.

Step	Actions
	Enter Time ✕ 08/28/2026 Time Type * ✕ Worked Time ... ⋮ In * 08:00 AM Out * 12:00 PM Out Reason * Meal ▼ Hours * 4 Details Worktags ⋮ Comment Cancel OK
7.	The next screen shows the time block.

Step	Actions
	 Enter Time Randy Barr ⋮ Today < > Aug 28 – Sep 3, 2026 ▾ Fri, 8/28 Hours: 4 7 AM 8 AM 9 AM 10 AM 11 AM 12 PM Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⌚ Not Submitted
8.	Next, click on the 1 PM slot and report the remaining hours. All reported hours for the selected day should appear below.  Enter Time Randy Barr ⋮ Today < > Aug 28 – Sep 3, 2026 ▾ Fri, 8/28 Hours: 8 7 AM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM 6 PM Worked Time 8:00am - 12:00pm (Meal) 4 Hours ⌚ Not Submitted Worked Time 1:00pm - 5:00pm 4 Hours ⌚ Not Submitted

Step	Actions
	Click Review.  The submitted hours will route to the manager for approval. Once the hours are approved, you will receive a Notification in Workday and via email.
9.	There is an option to auto-populate hours worked in the timesheet by selecting Auto Fill or Quick Add from the Actions button in the right-hand corner.  Click Actions and select either Auto-Fill from Schedule, Auto-Fill from Prior Week, or Quick Add. 

Enter Different Time Types

Step	Actions
1.	From the Workday homepage, click More. Scroll down to Personal and click Time. 
2.	The Personal tab can also be found on the Workday homepage under Home. 
3.	You have three options. Please select the one that applies to the situation: whether hours need to be submitted this week, last week, or for a specific week.

Step	Actions
	Enter Time This Week (0 Hours Worked) Last Week (0 Hours Worked) Select Week On the next screen, the timesheet will appear by workweek. Enter Time Lakeisha Brooks Today < > Sep 4 – 10, 2026 Fri, 9/4 Hours Worked: 0 Sat, 9/5 Hours Worked: 0 Pay date 08/14/2026 - 08/27/2026
4.	Click on the specific day you want to log. Next, a box appears with a pre-populated Time Type field. Click the X to remove the pre-populated time type. Enter Time 08/28/2026 Time Type * X Worked Time Next, click the drop-down box to display additional time types.

Step	Actions
	Time Type * Search Next, select the Time Type. Time Type * Search In * ☐ Worked Time ... Out * ☐ Call Back (Nonexempt) ... Out Reason ☐ Convert OT to Comp (OT) ... Hours * ☐ On Call Pay ... ☐ Essential Work ... Next, enter the Hours.

Step	Actions
	Enter Time 08/28/2026 Time Type * Search On Call Pay Hours * 0 Details Worktags Comment CancelOK Click OK.
6.	On the next screen, the hours will appear as a time block on the timesheet. Enter Time Randy Barr Today < > Aug 28 – Sep 3, 2026 Fri, 8/28 Hours: 0 On Call Pay 2 Hours Not Submitted
7.	Click Review. Review

Step	Actions
8.	The submitted hours will route to the manager for approval. Once the hours are approved, you will receive a Notification in Workday and via email.

Please reach out to workday@famu.edu with additional questions.