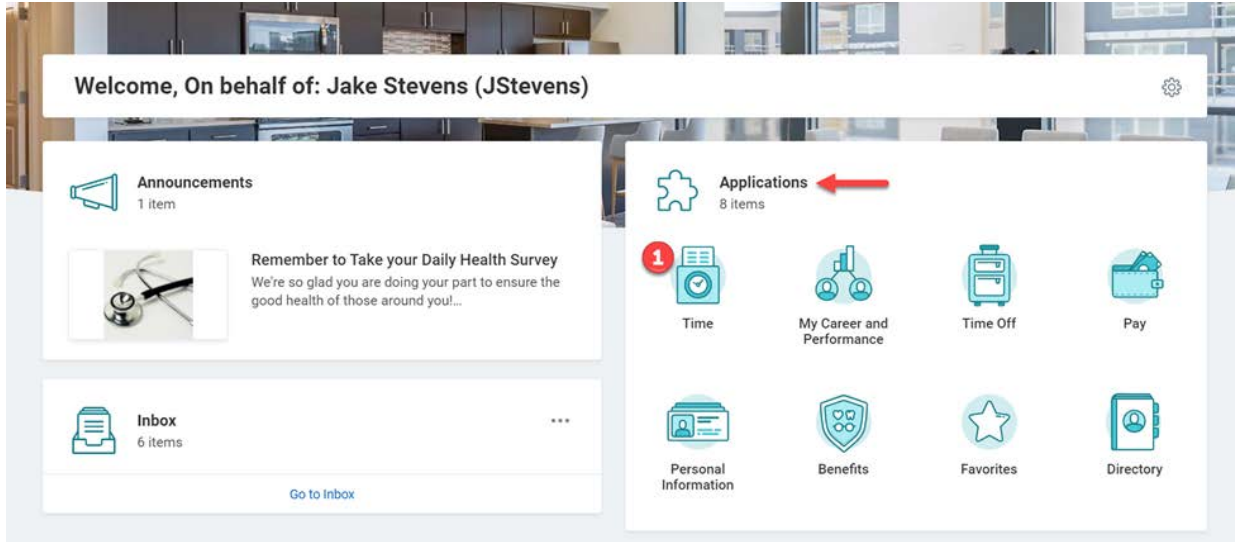
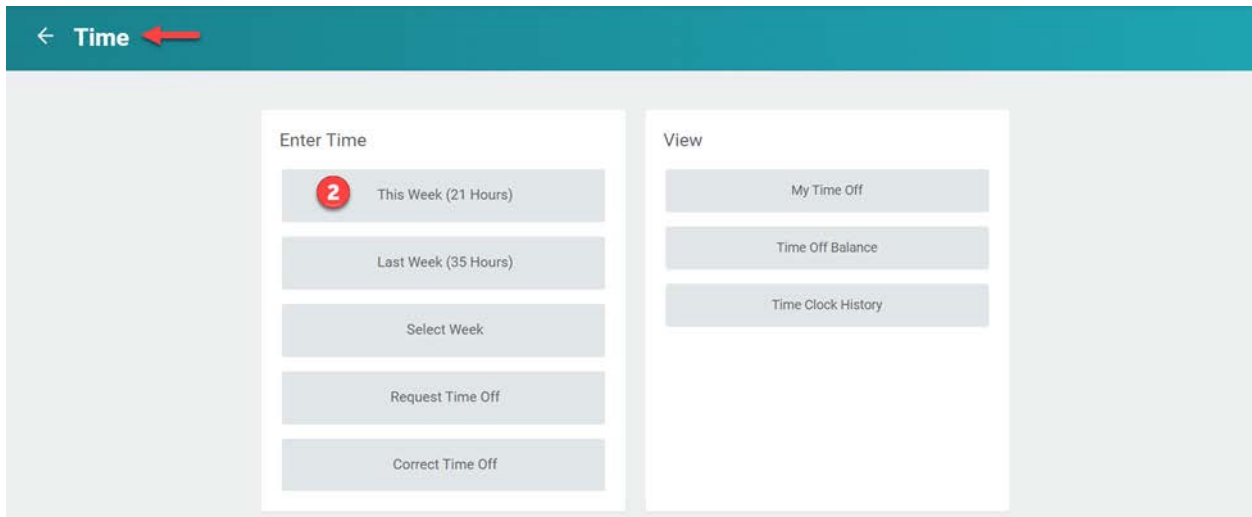


Workday Job Aid – How to Submit your Time

1. To submit your worked time, select the **Workday** icon  on OKTA. On the Workday homepage, select **Time** from **Applications**.





2. On the **Time** screen, select **This Week**.



Workday Job Aid – How to Submit your Time

You will be directed to the **Enter Time** screen.

- Review your entered hours displayed on the screen for accuracy. Review BOTH weeks of the Pay Period. When you are satisfied that your timecard is correct, click the **Review** button to proceed.

Enter Time Jake Stevens (JStevens)  

Today < > Mar 8 – 14, 2021 Week Actions

	Mon, 3/8 Hours: 7	Tue, 3/9 Hours: 7	Wed, 3/10 Hours: 7	Thu, 3/11 Hours: 0	Fri, 3/12 Hours: 0	Sat, 3/13 Hours: 0	Sun, 3/14 Hours: 0
9 AM	Regular Hours 9:00am - 12:00pm (Meal) 3 Hours ⊙ Not Submitted	Regular Hours 9:00am - 12:00pm (Meal) 3 Hours ⊙ Not Submitted	Regular Hours 9:00am - 12:00pm (Meal) 3 Hours ⊙ Not Submitted				
10 AM							
11 AM							
12 PM							
1 PM	Regular Hours 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted	Regular Hours 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted	Regular Hours 1:00pm - 5:00pm 4 Hours ⊙ Not Submitted				
2 PM							

Summary
Mar 8 - 14, 2021

Regular Hours	21
Overtime/Doubletime Hours	0
Time Off Hours	0
Holiday Hours	0
Meal Break Penalty	0
Call Back Hours	0
Call Back Overtime/Doubletime Hours	0
Total Hours	21

3 Review

On the **Submit Time** screen, you are attesting to the accuracy of your timekeeping activity.

- 4. Click the **Submit** button to confirm the accuracy of information.

Submit Time

I certify that all hours on my timecard are accurate, including the start and stop of all duty-free meal periods, and that I've included all time worked for each pay period, including any time I worked when I was away from my usual site of work, but performed work on behalf of the company. I further certify that either (1) I have been provided with a ten minute duty-free rest period for every 4 hours worked or major part of 4 hours worked or (2) I have reported any missed, late or short meal periods and/or missed or short rest periods to Human Resources by email at humanresources@essex.com or in writing to the Human Resources Department. I agree to promptly report any disputes about hours or meal/rest periods to Human Resources.

Following date range will be submitted for approval.

March 1 – 14, 2021 : 56 Hours Total

Total for March 1 – 14, 2021

Regular Hours	56
Overtime/Doubletime Hours	0
Time Off Hours	0
Holiday Hours	0
Meal Break Penalty	0
Call Back Hours	0
Call Back Overtime/Doubletime Hours	0
Total Hours	56

enter your comment

4 Submit Cancel

Workday Job Aid – How to Submit your Time

The pop up indicates that your time has been **submitted to your manager for an approval**. You can click on the **X** to close out if you do not wish to review. Or you may click on **View Details** to review the remaining process.

The screenshot shows the 'Enter My Time' interface for Jake Stevens (JStevens) for the period Mar 8 - 14, 2021. A pop-up window with a green checkmark states: 'You have submitted' with a red arrow pointing to the text. Below this, it says 'Up Next: Brenda Smith (BSmith), Approval by Manager' and 'View Details' with a red arrow pointing to the link. A second red arrow points to the text 'You may click on View Details to review the process'. The background shows a timecard grid with columns for Mon, 3/8 (Hours: 7), Tue, 3/9 (Hours: 7), and Wed, 3/10 (Hours: 0). A 'Summary' table on the right lists various hour categories and their totals for the period.

Category	Hours
Regular Hours	21
Overtime/Doubletime Hours	0
Time Off Hours	0
Holiday Hours	0
Meal Break Penalty	0
Call Back Hours	0
Call Back Overtime/Doubletime Hours	0
Total Hours	21

On the View Details page, you may review the details of your time entry.

5. Click **Done** when you have finished reviewing.

The screenshot shows the 'You have submitted' page for Time Entry: Jake Stevens (JStevens) - 56 hours from 03/01/2021 to 03/14/2021. The 'Up Next' section shows 'Brenda Smith (BSmith), Approval by Manager'. Below this, there is a 'Details and Process' section with a red arrow pointing to the 'Details and Process' link. The 'Overall Process' is 'Time Entry: Jake Stevens (JStevens) - 56 hours from 03/01/2021 to 03/14/2021' and the 'Overall Status' is 'In Progress'. At the bottom, there is a table of 'Reported Time Block' with 16 items. The first item in the table has a red circle with the number '5' and the word 'Done' next to it.

Item	Block	Start	End	Status	Reported	Time Entry Code	W	Out	Out Reason	Source	Comment
5	Done										

Please note that if you find a missed or incorrect punch in your timecard, you must submit a paper-based missed punch form to your manager for correction.