

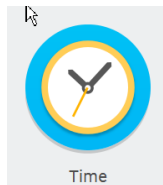


- Enter your hours as you finish work each day.
- Hours will be rounded to the nearest 5 minute during the payroll process (e.g., 8:02 a.m. will round to 8:00 a.m. and 8:03 a.m. will round to 8:05 a.m.)

**FOR ASSISTANCE PLEASE CALL
437-7224 OR EMAIL
SERVICEDESK@VASSAR.EDU**

Enter hours worked

1. Log into [Workday](#) using your Vassar ID and Password.
2. Click on the Time worklet.



3. Select the appropriate week.

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

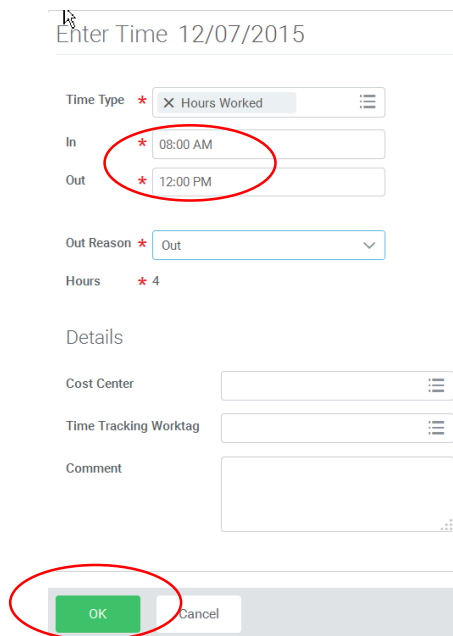
4. From the week displayed, **click anywhere on the day of the week** that you would like to enter time for (Monday in the example below).

Today: < > Dec 14 – 20, 2015

	Mon 12/14 Hours: 0	Tue 12/15 Hours: 0	Wed 12/16 Hours: 0
Time Period Lockout 11/30/2015 - 12/13/2015			
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			
12 PM			

Enter Time

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 and Sick.



Enter Time 12/07/2015

Time Type * X Hours Worked

In * 08:00 AM

Out * 12:00 PM

Out Reason * Out

Hours * 4

Details

Cost Center

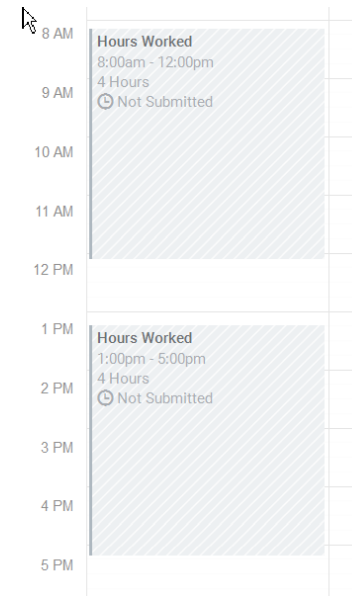
Time Tracking Worktag

Comment

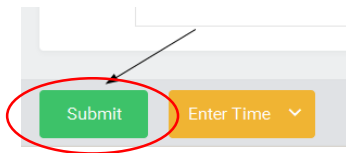
OK Cancel

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). Click "Ok" to save the entry.

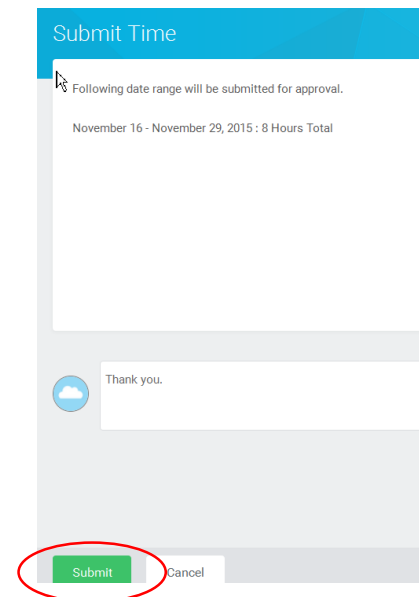
5. Enter two time blocks (8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. in the example below) to account for your meal break.



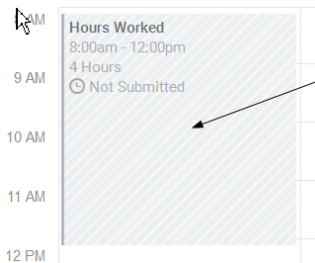
6. Your timesheet is automatically saved. **Submit your timesheet once it is complete for the pay period.** Both weeks will be submitted together. Your manager will receive an email notification alerting him/her of your action.



7. Select Submit again at the next screen; enter a Comment for your approver, if applicable.



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 (deadline is noon on the Monday after the pay period ends). From your calendar click on the timeblock (8:00 a.m. to 12:00 p.m. in the example below) that you would like to update.



Enter your changes (changed to 1:00 p.m.) and then click "Ok" to save.

Enter Time 12/07/2015

Time Type *

In *

Out *

Out Reason *

Hours *

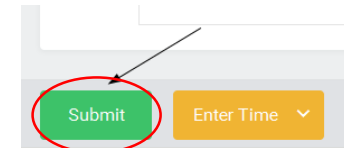
Details

Cost Center

Time Tracking Worktag

Comment

When you make a change to a timesheet that was previous 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. This would be an opportunity to explain the reason that you are resubmitting your timesheet.

Submit Time

Following date range will be submitted for approval.

November 16 - November 29, 2015 : 8 Hours Total

Thank you.