

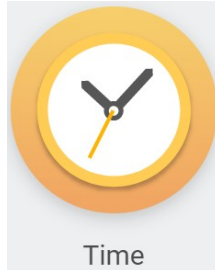


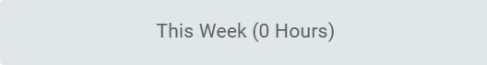
Time Reporting - Entering Academic Senate Hourly Workers


Enter Time

From a computer:


1. Log into Workday. – click [here](#) for the link to the site. Click [here](#) for login instructions.
2. From the Home page, click the **Time** icon.



3. Select  in the Enter Time section.

4. Click  at the bottom left of the screen and select **Quick Add**.

5. Click the **Positions** dropdown menu and select the **“Academic Senate”** position to report the hours worked.

6. Click  in the **Time Type** field to select the Non-Classroom Hours entry code for the position you are reporting.

7. Click .

8. Enter the total hours worked each day for the work week (Monday – Sunday) as applicable.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

9. Click  to add the time.

10. The time blocks will populate on the weekly time entry page. The time will remain on the time entry page until it is submitted.



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GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Mon 10/23 Hours: 4	Tue 10/24 Hours: 0	Wed 10/25 Hours: 5	Thu 10/26 Hours: 0	Fri 10/27 Hours: 2
Non-Classroom... 4 Hours ⌚ Not S...		Non-Classroom... 5 Hours ⌚ Not S...		Non-Classroom... 2 Hours ⌚ Not S...

11. The totals of all hours entered that week will display at the top. Non-Classroom hours will display under Regular Hours in the totals at the top of the page.

Regular Hours	Market Additive	Time Off	Grand Total
11	0	0	11

Submit

12. Once all time is entered for the week, click [Submit](#) to forward for approvals. Only submit time for approval on a weekly basis during your last working shift.