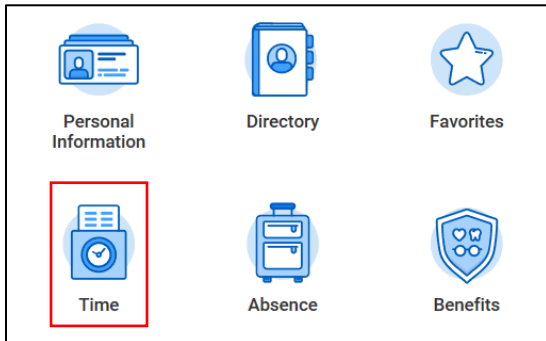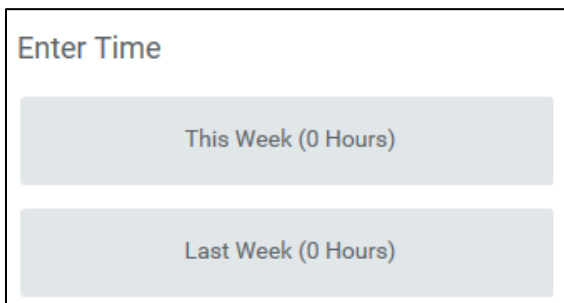## 9/80 Non-Exempt Friday Time Entry

The time entry week transitions to the next week at noon on Fridays. As such, you will need to enter your Friday time in two segments: **before noon** and **after noon**.
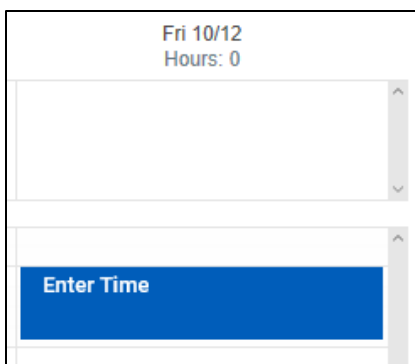
1. To get started, first navigate to the **Time** application on the Workday homepage.
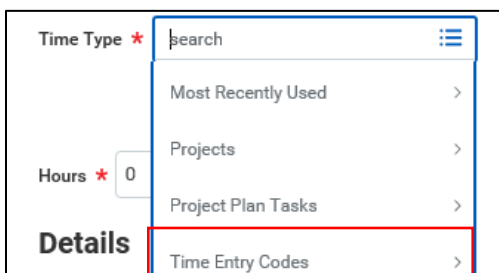

2. From the **Enter Time** column, click the week for which you'd like to request a working Friday off.

3. Click the Friday for which you would like to enter your time.

4. In the **Time Type** field, click **Time Entry Codes**.

5. In the dropdown, you will have a variety of 9/80 Friday time entry codes. For a regular Friday worked, click **9-80 Friday – Hours Worked**

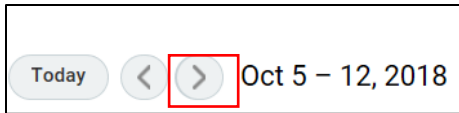6. Enter the **In** and **Out** time <u>up until 12PM</u>. **Out Reason** will auto-fill as **Out**.

7. Click **OK** to save <u>your before noon time entry</u>. You will see it on your calendar as 'Not Submitted.'

8. If you are entering project time, you will need to enter that **in addition to** your Hours Worked entry. All Friday project time should be entered in the *top section* of your timesheet, as shown below.
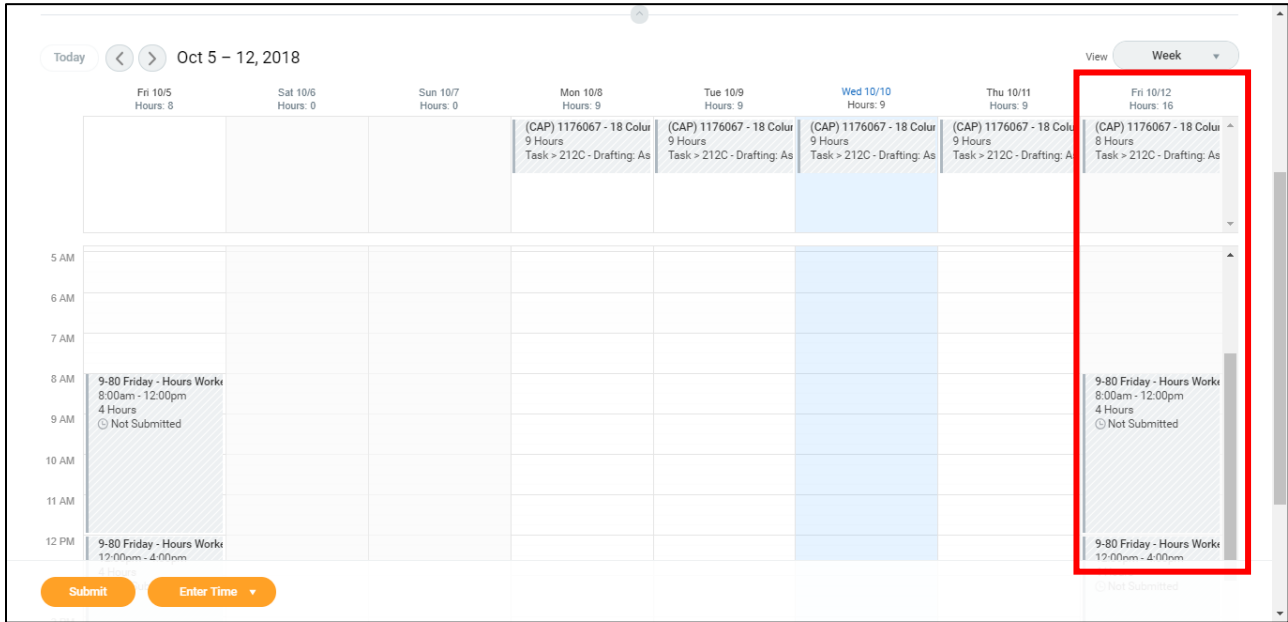
9. Now enter your <u>after noon time entry</u>. To do so, click to the next week in the upper left hand corner.

10. On the next week's calendar, you will see a column for the previous Friday. This will include the time you have *already entered* for that day.
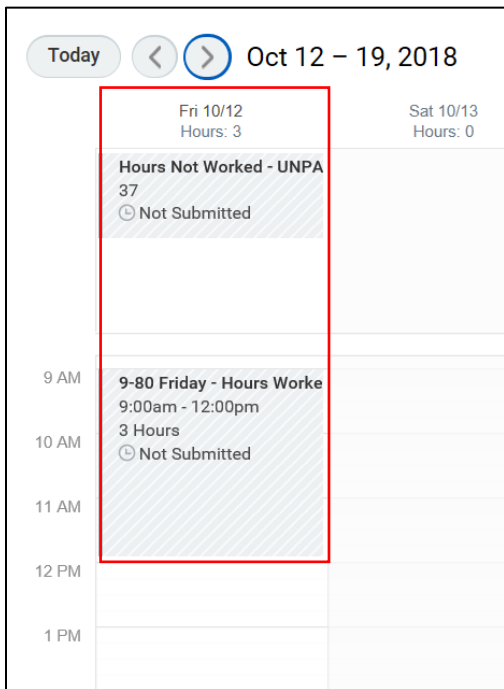
11. Click the calendar to enter your time after 12 PM.

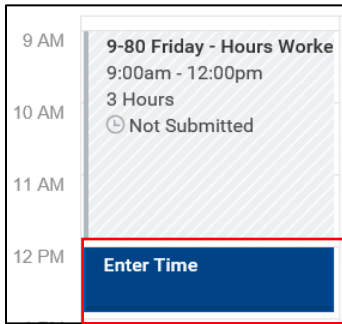**12.** Again, select **9-80 Friday – Hours Worked** as the **Time Type**, then enter the remaining clock hours, or **In** and **Out** time for that day. **Out Reason** will auto-fill as **Out**. Note that you do not need to split your project time entry.

13. Click **OK** to save your after noon entry. You will see it on your calendar with the before noon entry listed as 'Not Submitted.'

14. Click **Submit**, then **Submit** again to complete your 9/80 Friday time entry.

9/80 Scheduled Friday Time Off Request

If you are a non-exempt 9/80 schedule employee taking time off on a Friday that you are *normally scheduled to work*, you must enter your request *directly on your time sheet* (**not** via the Absence application).

15. To get started, first navigate to the **Time** application on the Workday homepage.
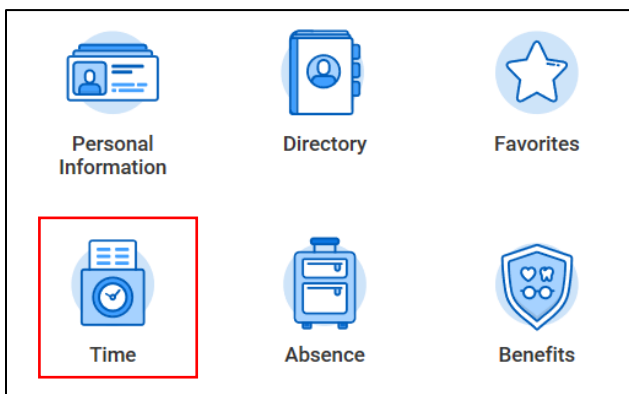
16. From the **Enter Time** column, click the week for which you'd like to request a working Friday off.

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

17. Click the scheduled Friday for which you would like to request off.

Fri 10/12
Hours: 0

Enter Time

18. In the **Time Type** field, click **Time Entry Codes**.

Time Type ★   search

Most Recently Used >

Projects >

Project Plan Tasks >

Hours ★ 0

Details

Time Entry Codes >

19. In the dropdown, you will have a variety of 9/80 Friday time entry codes including absence codes. For a scheduled Friday that would you would like to take as PTO, click **9-80 Friday – PTO or one of the other relevant absence codes**.

Time Type ★   search

←   Time Entry Codes

○ Hours Worked

Hours ★ 0

○ 9-80 Friday - Hours Worked

Details

○ 9-80 Friday - PTO

Comment

○ 9-80 Friday - Bereavement

○ 9-80 Friday - Floating Holiday

○ 9-80 Friday - Jury Duty

OK

○ 9-80 Friday Military Less Than 31 Days

20. To complete this time off request, follow **steps 6 -13** above.