

Workday Fact Sheet

Time Entry Quick Tips

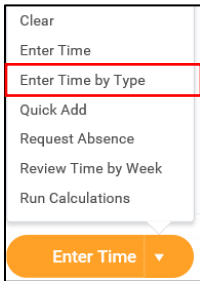
All Williams time entry is completed using Workday. Use the following tips to enter your time quickly and easily. These tips can be used by all time group types – Exempt, Non-Exempt, Shift, etc.

For further time entry instruction, visit the **Time, Projects and Absence** page on the Williams Workday resource site [here](#).

SET DEFAULT PROJECTS:

You can set default projects to store codes in Workday long-term. Once set, defaults will automatically appear when you select Enter Time by Type.

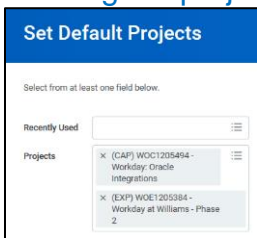
- Click the **Time** application from your Workday homepage.
- Using the **Enter Time** dropdown, select **Enter Time by Type**.



- From the bottom of the page, click **Set Default Projects**.



- Add one or multiple project codes by selecting from the **Recently Used** dropdown or entering the project code or name in the **Projects** field. Click **Next**.



- Select the relevant **Project Tasks** using the checkboxes, then click **Set Default** to save your entries.

Project Tasks		Projects	
Project Tasks 28 items 28 selected			
<input checked="" type="checkbox"/>	Project	Project Phase	Project Task
<input checked="" type="checkbox"/>	(CAP) WOC1205494 - Workday: Oracle Integrations	Task	01.101 - Project Svc, Project Management

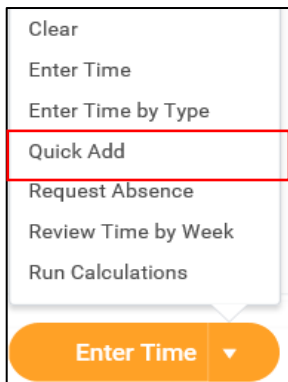
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QUICK ADD:

Using the Quick Add method, you can fill your timesheet with the same entry for multiple days at one time.

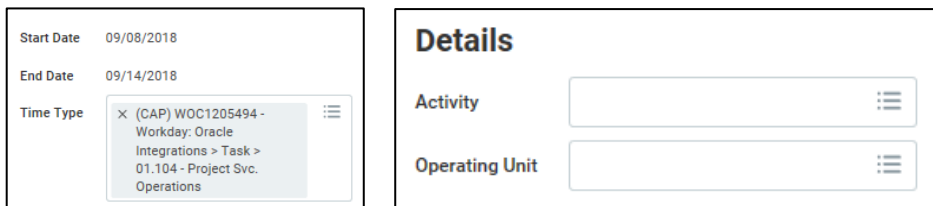
- Click the **Time** application from your Workday homepage.
- Using the **Enter Time** dropdown, select **Quick Add**.



Clear
 Enter Time
 Enter Time by Type
Quick Add
 Request Absence
 Review Time by Week
 Run Calculations

Enter Time ▼

- Enter the Time Type from the dropdown, filling in additional details (such as **Operating Unit** and/or **Activity**) where necessary.



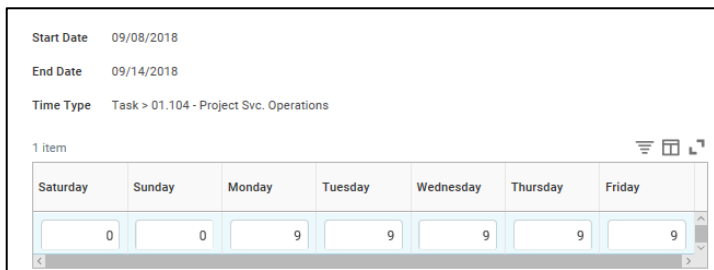
Start Date 09/08/2018
 End Date 09/14/2018
 Time Type (CAP) WOC1205494 - Workday: Oracle Integrations > Task > 01.104 - Project Svc. Operations

Details

Activity

Operating Unit

- Enter the **hours worked** per day in each column.



Start Date 09/08/2018
 End Date 09/14/2018
 Time Type Task > 01.104 - Project Svc. Operations

1 item

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
0	0	9	9	9	9	9

- Click **OK** to save your entry.

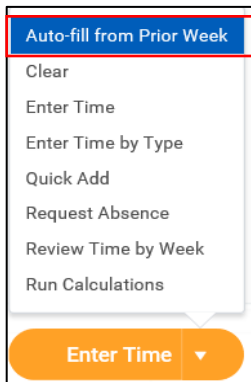
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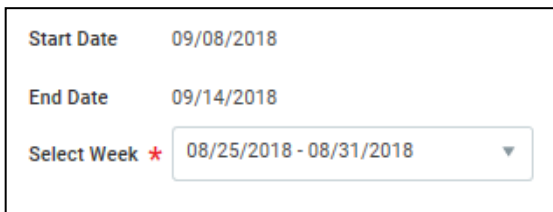
AUTO-FILL FROM PRIOR WEEK:

Using the Auto-Fill from Prior Week method, you can fill your timesheet a duplicate of a time entry you have already entered and then edit from there.

- Click the **Time** application from your Workday homepage.
- Using the **Enter Time** dropdown, select **Auto-fill from Prior Week**.

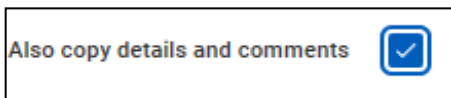


- Use the **Select Week** dropdown to select which week you would like to use to auto-fill your calendar.



The image shows a form with three fields: 'Start Date' with the value '09/08/2018', 'End Date' with the value '09/14/2018', and 'Select Week' with a dropdown menu. The dropdown menu is open, showing the selected week '08/25/2018 - 08/31/2018' and a red asterisk icon to the left of the text.

- Use the checkbox to indicate whether you would like to **Also copy details and comments**. You MUST check this box in order to carry forward any project overrides; otherwise, you will need to enter them separately.



The image shows a checkbox labeled 'Also copy details and comments'. The checkbox is checked, indicated by a blue checkmark inside a blue square.

- Make any necessary edits or additions to the copied time entries.
- Click **OK** to save your entries.