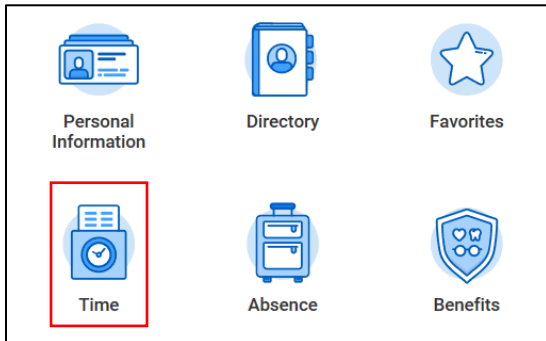


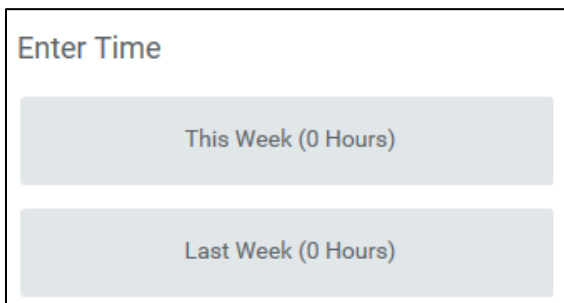
9/80 Non-Exempt Friday Time Entry

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**.

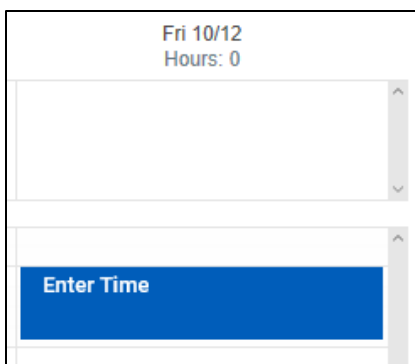
1. To get started, first navigate to the **Time** application on the Workday homepage.



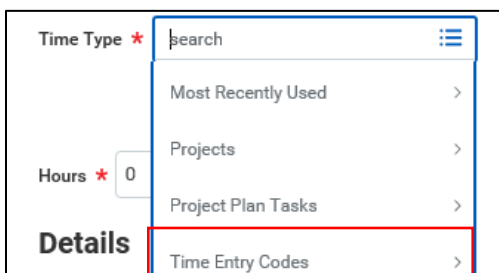
2. From the **Enter Time** column, click the week for which you'd like to request a working Friday off.



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**

The screenshot shows a mobile application interface for time entry. At the top, there is a 'Time Type' dropdown menu with a search bar and a list of options. The '9-80 Friday - Hours Worked' option is highlighted with a red box. Below the dropdown, there are fields for 'Hours' (set to 0), 'Details', and 'Comment'. An 'OK' button is visible at the bottom left.

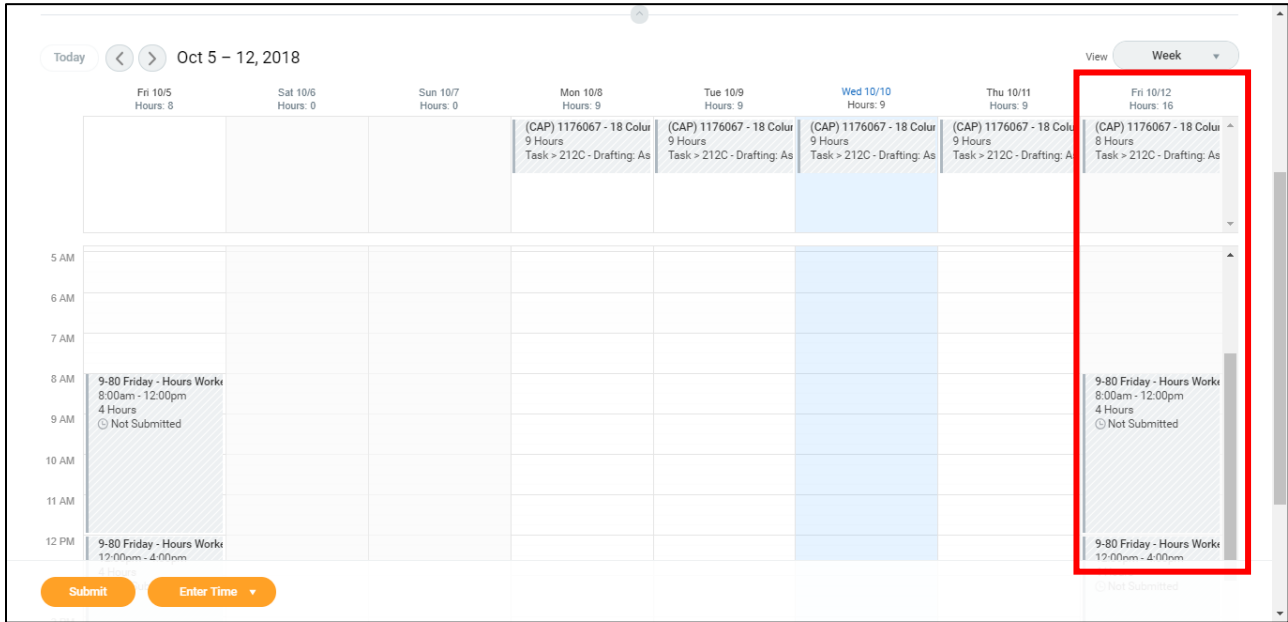
- 6. Enter the **In** and **Out** time up until 12PM. **Out Reason** will auto-fill as **Out**.

The screenshot shows the 'Enter Time' form for the date 10/12/2018. The 'Time Type' dropdown is set to '9-80 Friday - PTO'. The 'In' time is 09:00 AM and the 'Out' time is 12:00 PM. The 'Out Reason' dropdown is set to 'Out'. The 'Hours' field shows 3 hours.

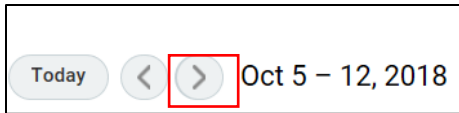
- 7. Click **OK** to save your before noon time entry. You will see it on your calendar as 'Not Submitted.'

The screenshot shows a calendar entry for '9-80 Friday - PTO' on 10/12/2018. The entry shows the time range from 9:00am to 12:00pm, for a duration of 3 hours. The status is 'Not Submitted'.

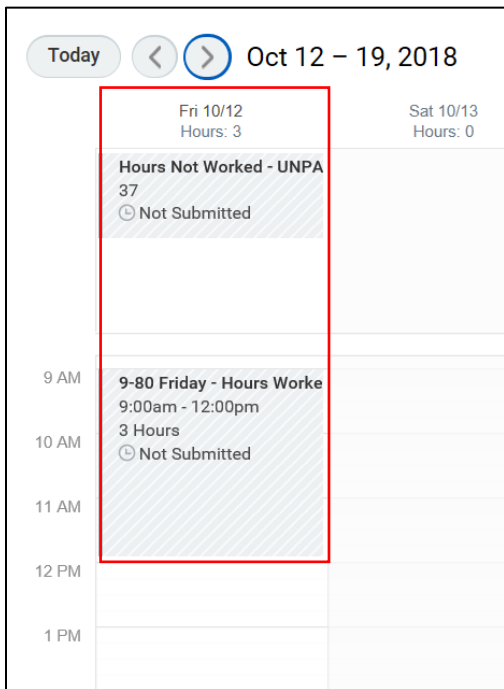
- 8. If you are entering project time, you will need to enter that **in addition to** your Hours Worked entry. All Friday project time should be entered in the *top section* of your timesheet, as shown below.



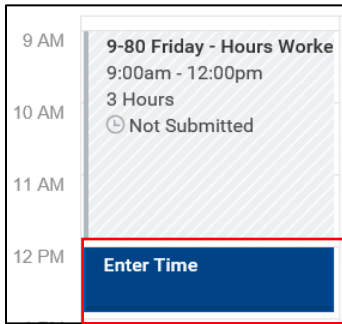
- 9. Now enter your after noon time entry. To do so, click to the next week in the upper left hand corner.



- 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.



- Click the calendar to enter your time after 12 PM.



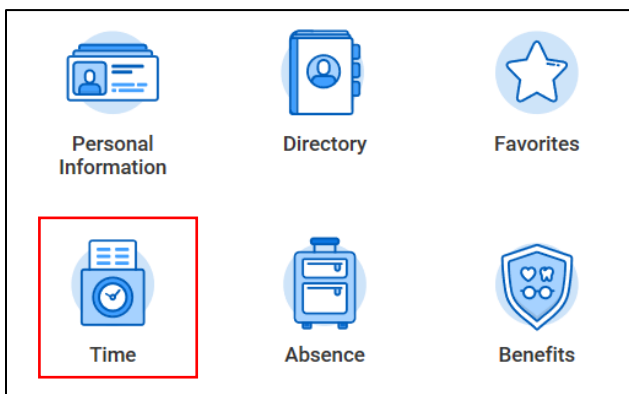
- Again, select **9-80 Friday – Hours Worked** as the **Time Type**, then enter the remaining clock hours, or **In** and **Out** time for that day. **Out Reason** will auto-fill as **Out**. Note that you do not need to split your project time entry.

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

- 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.

The screenshot shows a box titled "Enter Time" with two light gray buttons. The top button is labeled "This Week (0 Hours)" and the bottom button is labeled "Last Week (0 Hours)".

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

The screenshot shows a calendar entry for "Fri 10/12" with "Hours: 0" below it. Below the calendar entry is a blue button labeled "Enter Time".

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

The screenshot shows a form with a "Time Type" field containing a search bar and a dropdown menu. The dropdown menu is open, showing options: "Most Recently Used", "Projects", "Project Plan Tasks", and "Time Entry Codes". The "Time Entry Codes" option is highlighted with a red box. To the left, there is an "Hours" field with the value "0" and a "Details" section.

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

The screenshot shows the "Time Entry Codes" dropdown menu expanded. It lists several options with radio buttons: "Hours Worked", "9-80 Friday - Hours Worked", "9-80 Friday - PTO", "9-80 Friday - Bereavement", "9-80 Friday - Floating Holiday", "9-80 Friday - Jury Duty", and "9-80 Friday Military Less Than 31 Days". The "9-80 Friday - PTO" option is highlighted with a red box. The form also shows a search bar, an "Hours" field with "0", and an "OK" button at the bottom.

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