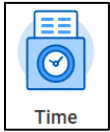


Project Time Entry: Exempt

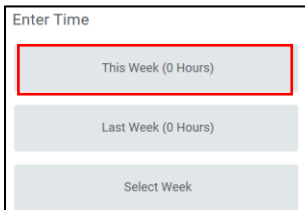
In the case of project overrides, exempt employees are required to allocate time to projects as appropriate. Workday refers to this process as **Submitting Project Time**.

1. To get started, click the **Time** application from your Workday homepage.

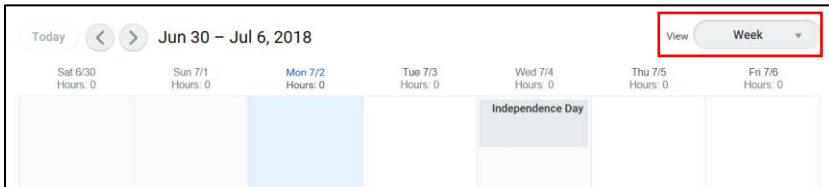


Note: Workday differentiates between Time and Absence. Time refers to the hours you've worked each week. Absence refers to your time away from work.

2. From the **Enter Time** menu, click **This Week** or **Last Week**, depending on whether you want to enter time for the current week or a previous week. Notice that beside the option, the hours you've already entered for the week are marked in parenthesis. In this case, you have not yet entered any time to Workday for this week.

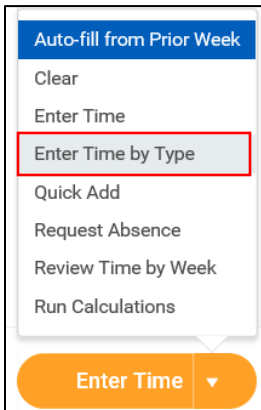


3. Next you will see a work week calendar, though you may choose to switch your view to show one day at a time. To do this, toggle to **Day** in the **View** dropdown from the upper right hand corner of the page.

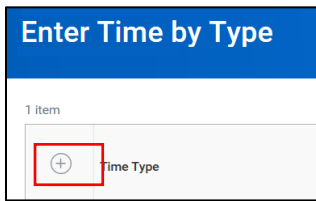


Note: if you request PTO via Absence, it will show up on your timesheet as well (either as submitted in gray, or approved in green).

4. Using the **Enter Time** dropdown in the bottom left of the screen, click **Enter Time by Type**.



- Using the add button in the upper left hand corner, you can add various time types.



- Enter your **Time Types** by selecting from the dropdown menu.



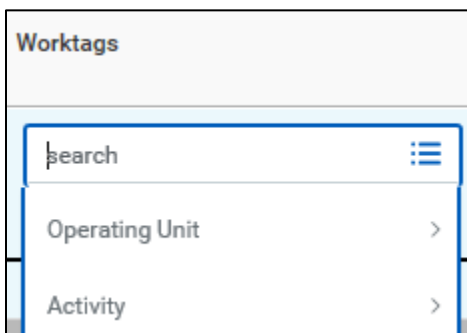
- Use the **Enter Time** pop-up to select your **Time Type**. From the **Time Type** dropdown, begin typing the project code, using the project number or a few identifying characteristics.
- All of the project codes are divided into either:
 - Expense Projects, indicated with (EXP), or
 - Capital projects, indicated by (CAP)

Generally, anyone can charge time to any project unless a restriction has been placed on a project that only allows employees in select cost centers to charge to it. If you are unable to find a project, it likely has this cost center restriction. Contact [WilliamsWay2Answers](#) for help if you encounter this.



Note: As there is an extensive list of project options, it's easiest to search by typing a few of the identifying characteristics. You can search by any aspect of the project description (e.g. *Atlantic Sunrise* or *Direct Assignment*) or the project number. For capital projects the project list will include a project task number and description. You should select the appropriate project/task combination (e.g. *(CAP) 1192668 - 1Line Atlantic Sunrise Expansion > Task > 01.104 - Project Svc.*)

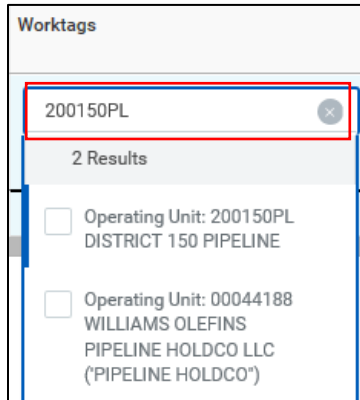
- When charging time to expense projects, you may be required to select additional worktags. As no worktags are required for capital projects, no additional inputs are necessary before saving your entry of a capital project.



When selecting worktags for an Expense Project, you should follow the following guidelines:

Operating Unit (OPU):

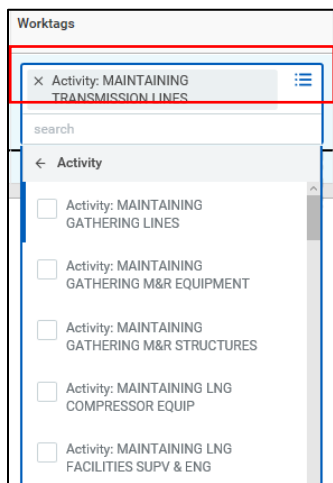
- If you need to override your default OPU, search for the appropriate OPU by name or description.




- Employees in G&A cost centers typically will not need to override their OPU. If you attempt to do so, you will likely get an error message that the selected OPU is not valid with your cost center upon trying to save the entry.

Activity (O&M employees only):

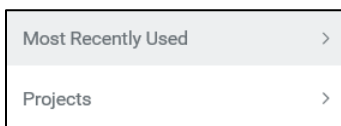
- Employees in O&M cost centers may be required to select an Activity in the case of regulated Expense Projects (Transco, NWP, Gulfstream, Cardinal, Pine Needle, Black Marlin, and Discovery Gas Transmission). The activity selected drives which FERC account is tagged to the transaction.



 **Note:** You do not have the option to override the Company or Cost Center in Workday.

- Employees in G&A cost centers will not have the option to select an Activity.
- For further guidance on work task alignment to Activities, click [here](#).

11. It's particularly helpful to use the **Most Recently Used** option or autofill from a prior week. That way, you won't have to search for each code and associated worktags every time.



12. Enter the **hours worked** per project on each day.

Sat, 6/30	Sun, 7/1	Mon, 7/2	Tue, 7/3	Wed, 7/4
0	0	0	8	8

13. Click **OK** to save your entries. Note that *saved* time differs from *submitted* time—you will see a “Not Submitted” note next to entries that have not yet been submitted. Once submitted, they will display with a green checkmark.

Mon 7/9
Hours: 8

(EXP) WOE1205384 - Workday
8 Hours

⏸ Not Submitted

14. Notice that as you enter time, the upper right corner continues to adjust with the time types in total. This will help you track entered and submitted time.

Labor Overrides	Time Off	Holiday
16	0	8

15. Next time you enter time, you can enter time by clicking on the **Enter Time** dropdown in the bottom left of the screen. Click **Auto-fill from Prior Week** or **Quick Add**. Using this method, you’ll be able to enter time for multiple days at once in a more simplified view.

Auto-fill from Prior Week

Clear

Enter Time

Enter Time by Type

Quick Add

Request Absence

Review Time by Week

Run Calculations

Enter Time ▼



Note: You can **Edit** or **Delete** saved entries by clicking on the time blocks from the main calendar view, even after it has been approved. A pop up will appear in which you can make modifications if necessary. To modify any time away from work/time off use the absence application which will update your timesheet. If the entry has already been approved, you will need to re-submit it for approval.

16. To use the **Auto-fill from Prior Week** method, use the **Select Week** dropdown to select which week you would like to use to auto-fill your calendar.

Start Date 09/08/2018

End Date 09/14/2018

Select Week * 08/25/2018 - 08/31/2018 ▼

17. Check 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 have to re-enter them separately.

Also copy details and comments

18. Click **OK** to continue.

19. To use the **Quick Add** method, enter the **Time Type** from the dropdown, filling in additional **Details** (such as **Operating Unit** and/or **Activity**) where necessary. Then click **Next** to continue.

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

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

21. Click **OK** to continue.

22. No matter the method you use, click **Submit**, then **Submit** again to log your time, or elevate for approval when necessary. Time entries require approval if any of the following are included:

- Per diem
- Supplemental pay