



Job Aid:

Time Entry by Manager based on alternative timesheet



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If your worksite does not have a time clock, designed computer for hourly team members, or is not enabled for mobile timekeeping, the Cost Center Manager or supervisory Timekeeper must enter all time into Workday.

1. Log into your Workday account.
2. Under Your Top Apps, find the **Time and Absence** worklet and the **Time and Scheduling Hub** opens.
3. Under Tasks, go to **Enter Time for Worker**.
4. Select the Worker and first date to be entered.
5. Click on the day on the calendar to start.
6. Record the **In** time and **Out** time and **Out Reason** (e.g. Meal).
7. Enter the **Override Rate** if different from the team member's primary position. (Optional)
8. Enter the **Cost Center** if different. (Optional)
9. Enter the **Job Profile** if different (Optional)
10. If a meal break was taken, record the subsequent **In** time and **Out** time and **Out Reason** of Out along with steps 7-9 if applicable.
11. Click OK.