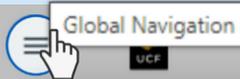
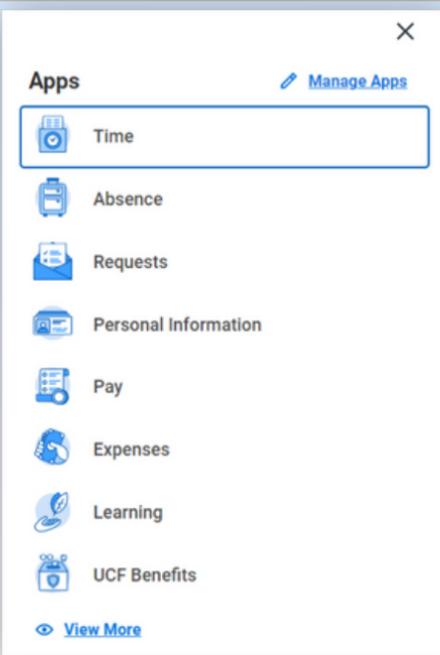


## SUBMITTING TIME



Search

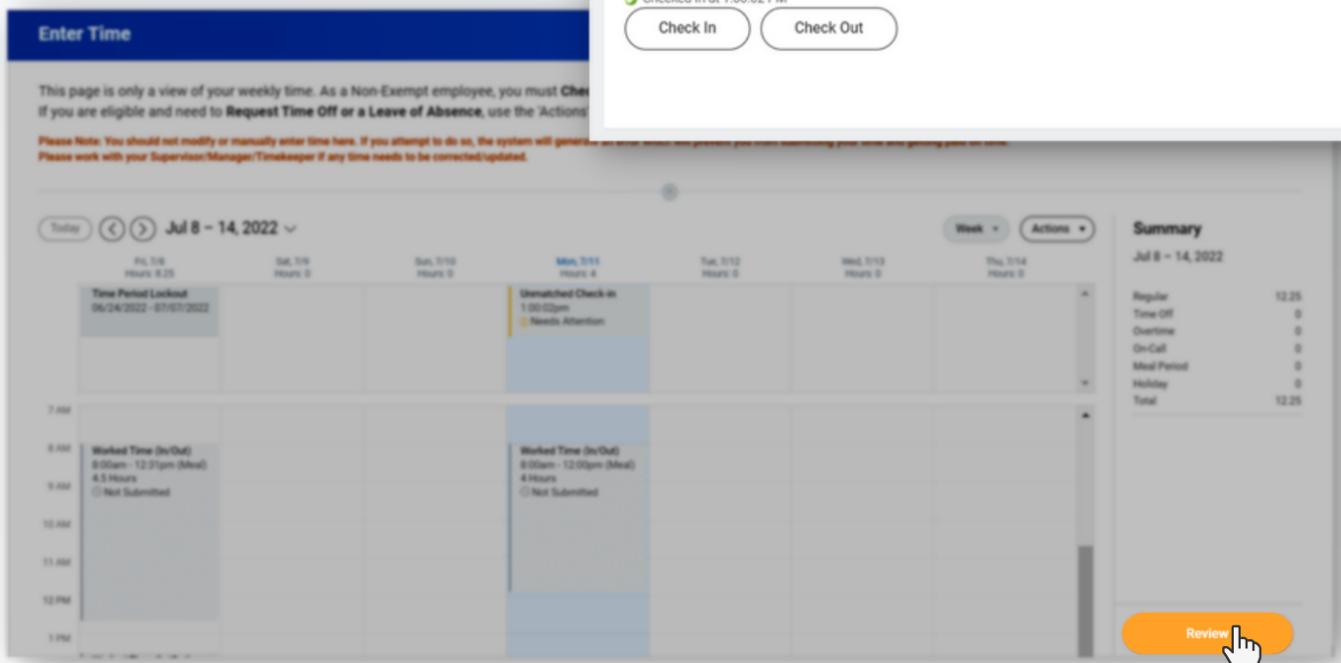
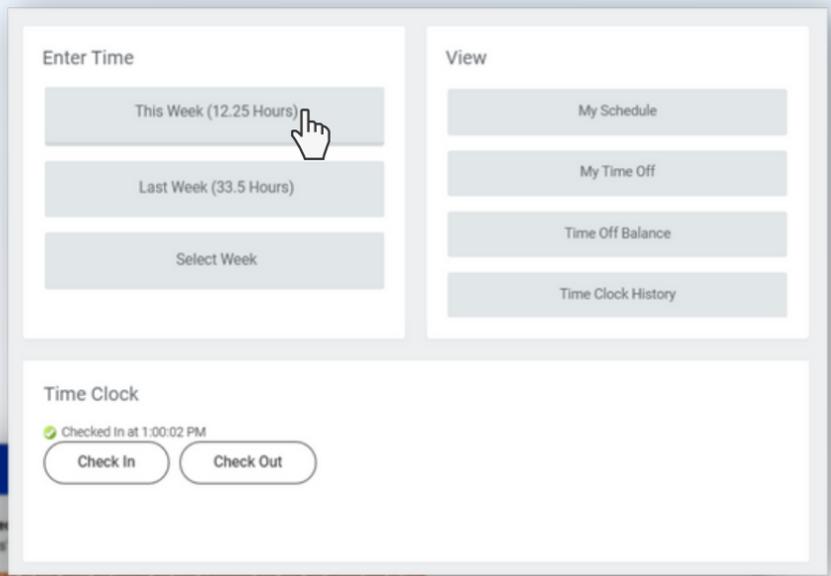


From the **Homepage**:

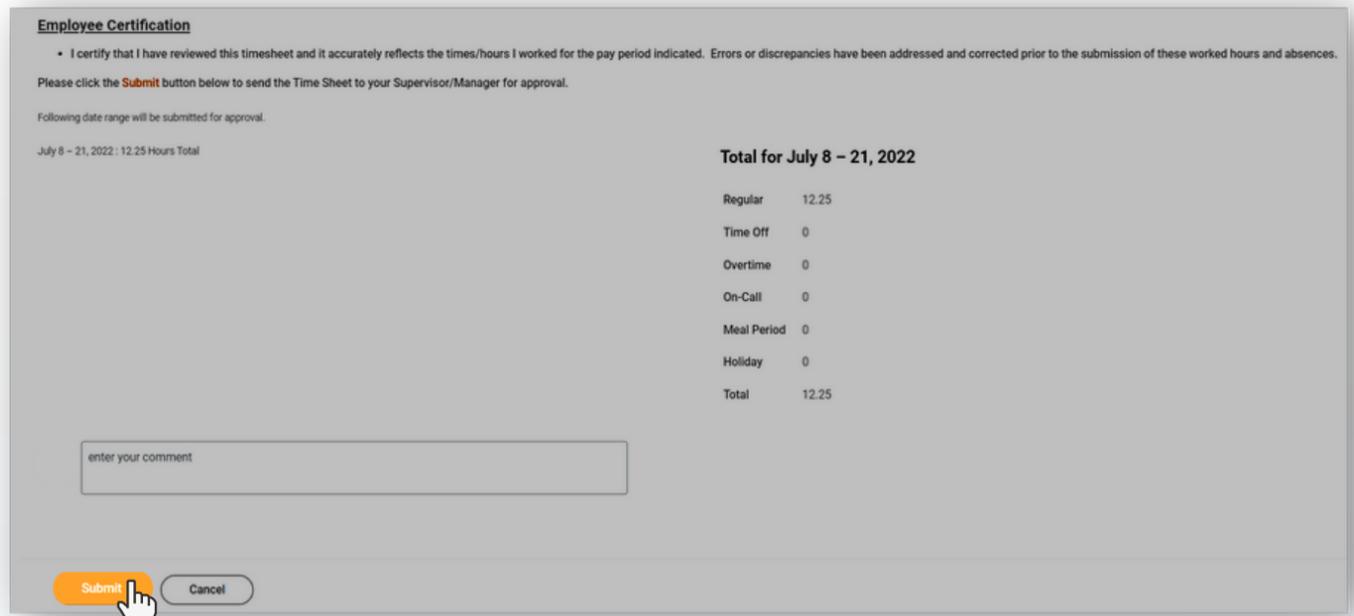
- 1 Click the **Global Navigation** menu in the top left-hand corner.
- 2 Click on the **Time** app.



- 3 From the **Enter Time** column, select **This Week**. The hours you have worked will populate here.



- 4 Click **Review** at the bottom of the page. The **Submit Time** summary page will display. Review the time entered.



- 5 Enter any comments, as needed.
- 6 Click **Submit**. Your timesheet will then route to your Manager for approval.
- 7 You will receive a notification in Workday confirming that you have submitted time. You can click on this notification to view more information.

