Knight Vision knightvision.it.ucf.edu

workday Quick Facts

SUBMITTING TIME



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

Employee Certification
Icertify that I have reviewed this timesheet and it accurately reflects the times/hours I worked for the pay period indicated. Errors or discrepancies have been addressed and corrected prior to the submission of these worked hours and absences
Please click the Submit button below to send the Time Sheet to your Supervisor/Manager for approval.

Following date range will be submitted for approval July 8 - 21, 2022 : 12.25 Hours Total

Regular

	Time Off	0
	Overtime	0
	On-Call	0
	Meal Period	d 0
	Holiday	0
	Total	12.25
enter your comment	7	
Submit L Cancel		

- 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.

You have	submitted	Time Entry:	- 12.25 Hours from 07/08/2022 to 07/21/2	2022 •••
Up Next				
Time Entry: Due Date 07/13/20	- 12.25 Hour	s from 07/08/2022 to 07/21/2	2022 - Approval by Manager	
🕑 Details a	and Process			
For				
Overall Process	Time Entry:	- 12.25 Hours	s from 07/08/2022 to 07/21/2022	
Overall Status	In Progress			
Due Date	07/13/2022			
Details P	rocess			
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