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- 1** Desde su página inicial/**Homepage**:
- 2** Clic en el menú de **Global Navigation** -en la esquina superior izquierda.
Clic en la aplicación de **Time**.



Enter Time

- This Week (12.25 Hours)
- Last Week (33.5 Hours)
- Select Week

View

- My Schedule
- My Time Off
- Time Off Balance
- Time Clock History

Time Clock

Checked In at 1:00:02 PM

Check In Check Out

- 3** Desde la columna de **Enter Time**, seleccione **This Week**. Las horas trabajadas se enseñarán aquí.

Enter Time

This page is only a view of your weekly time. As a Non-Exempt employee, you must **Check-in** if you are eligible and need to **Request Time Off** or a **Leave of Absence**, use the 'Actions' button.

Please Note: You should not modify or manually enter time here. If you attempt to do so, the system will generate an error message. Please work with your Supervisor/Manager/Timekeeper if any time needs to be corrected/updated.

Time	Fri, 7/8	Sat, 7/9	Sun, 7/10	Mon, 7/11	Tue, 7/12	Wed, 7/13	Thu, 7/14	Summary
Time Period Lockout	06:24:2022 - 07:07:2022			Unmatched Check-in 1:00:02pm Needs Attention				Jul 8 - 14, 2022 Regular 12.25 Time Off 0 Overtime 0 On-Call 0 Meal Period 0 Holiday 0 Total 12.25
Worked Time (In/Out)	8:00am - 12:30pm (Meal) 4.5 Hours			Worked Time (In/Out) 8:00am - 12:00pm (Meal) 4 Hours				

[Review](#)

- 4** Clic **Review**, en la parte inferior de la página. La página de **Submit Time** se hará visible. Review/Revise el tiempo ingresado.

Employee Certification

I certify 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

Total for July 8 - 21, 2022	
Regular	12.25
Time Off	0
Overtime	0
On-Call	0
Meal Period	0
Holiday	0
Total	12.25

enter your comment

[Submit](#) [Cancel](#)

- 5** Ingrese comentarios si fuese necesario.
- 6** Clic **Submit**. Su tiempo laborado será enviado a su manager para aprobación.
- 7** Workday le enviara una notificación confirmando el envío de su tiempo laborado. Podrá hacer clic en esta notificación, para acceder a información adicional.

You have submitted Time Entry: [redacted] - 12.25 Hours from 07/08/2022 to 07/21/2022

Up Next

[redacted]

Time Entry: [redacted] - 12.25 Hours from 07/08/2022 to 07/21/2022 - Approval by Manager
Due Date 07/13/2022

Details and Process

For [redacted]

Overall Process Time Entry: [redacted] - 12.25 Hours from 07/08/2022 to 07/21/2022

Overall Status In Progress

Due Date 07/13/2022

Details Process

Translated by Tania Gutierrez-Catasus, UCF Translation & Interpretation Certificate