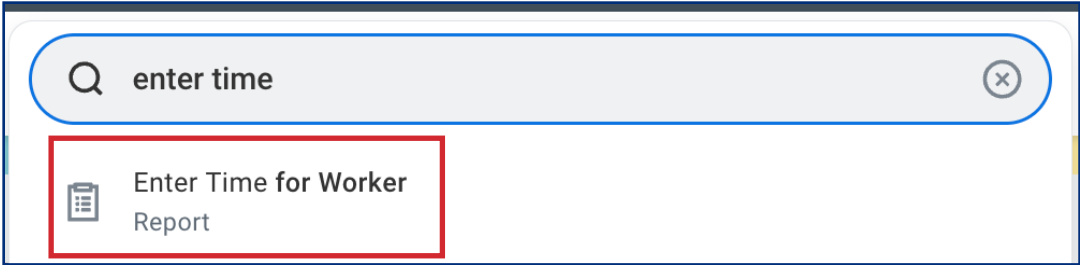


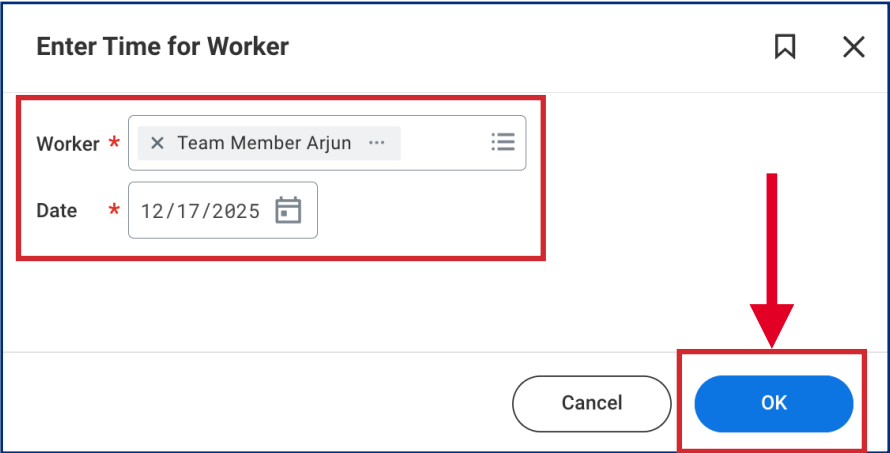
HOW TO ENTER TIME ON BEHALF OF A TEAM MEMBER

IMPORTANT! Team members should clock in and out on the time clocks to record their working time on their time cards. However, sometimes it is necessary for a manager to manually enter time on a team member's behalf, such as if the team member forgot to clock in or out. Click [here](#) to view a short video demonstration on how to enter time on behalf of a team member.

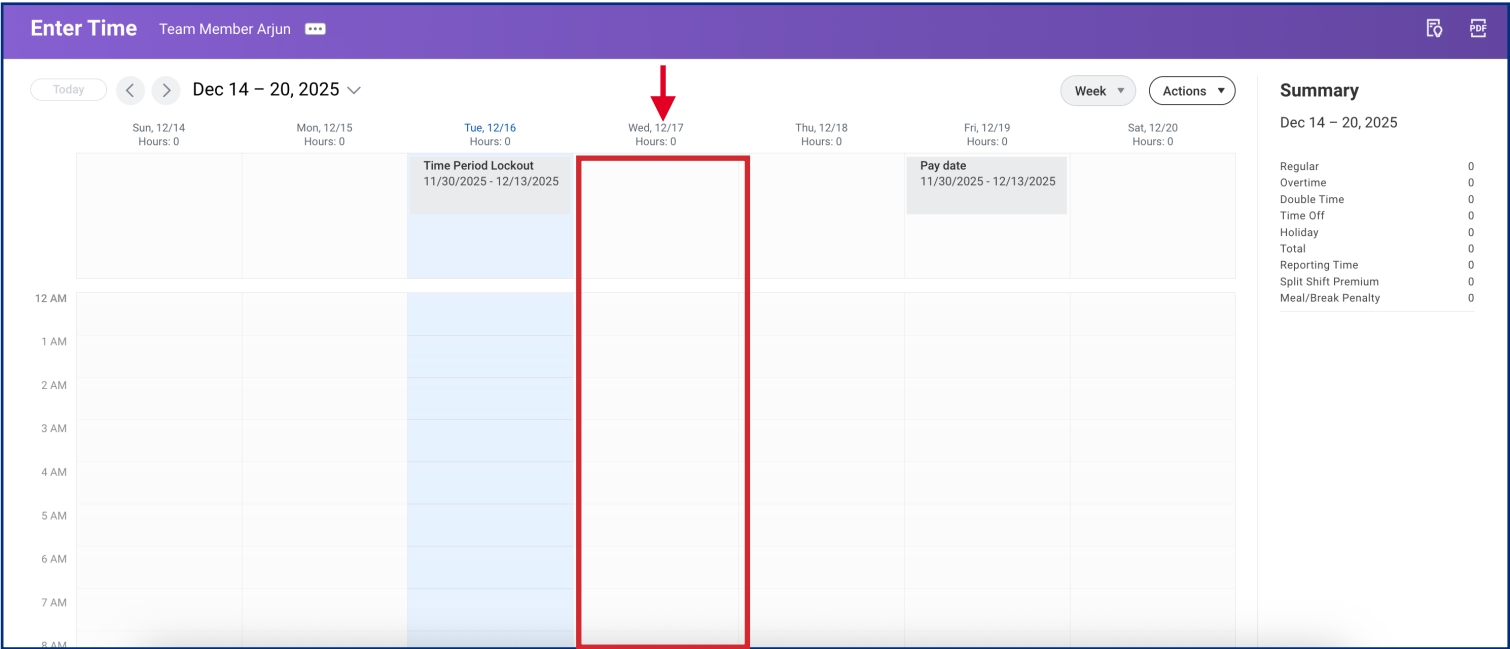
1. Log in to Workday > Type “Enter Time” in the *Workday Search Bar* > Select the **Enter Time for Worker Report**



2. Enter the name of the appropriate team member under the *Worker* field > Select the appropriate date > Click **OK**



3. Click anywhere on the space on the team member's time card under the appropriate date.



Summary	
Dec 14 - 20, 2025	
Regular	0
Overtime	0
Double Time	0
Time Off	0
Holiday	0
Total	0
Reporting Time	0
Split Shift Premium	0
Meal/Break Penalty	0

HOW TO ENTER TIME ON BEHALF OF A TEAM MEMBER

4. Enter the time In and time Out times.

5. Select the Out Reason

Note: Select *Meal* if the team member clocked out for a meal break. Select *Out* if the team member clocked out to conclude their shift.

6. Enter a comment to explain the reason why the manager manually entered time on the team member's time card > Click OK

Enter Time

Time Type *

In *

Out *

Out Reason *

Hours *

Details

CA Meal/Break Waiver

Region

Business Unit

Cost Center

Additional Worktags

Comment

Cancel OK

Note: The time entries will appear on the team member's time card.

Enter Time Team Member Arjun

Today < > Dec 14 - 20, 2025 Week Actions

Sun, 12/14 Hours: 0 Mon, 12/15 Hours: 0 Tue, 12/16 Hours: 0 Wed, 12/17 Hours: 0 Thu, 12/18 Hours: 0 Fri, 12/19 Hours: 0 Sat, 12/20 Hours: 0

Time Period Lockout 11/30/2025 - 12/13/2025

Pay date 11/30/2025 - 12/13/2025

Summary Dec 14 - 20, 2025

Regular	8
Overtime	0
Double Time	0
Time Off	0
Holiday	0
Total	8
Reporting Time	0
Split Shift Premium	0
Meal/Break Penalty	0

Review

Worked Time 8:00am - 12:00pm (Meal) 4 Hours Not Submitted

Worked Time 12:30pm - 4:30pm 4 Hours Not Submitted

IMPORTANT! Remember to review, approve, and [submit the team member's time.](#)