


Time Tracking FOR GRANTS

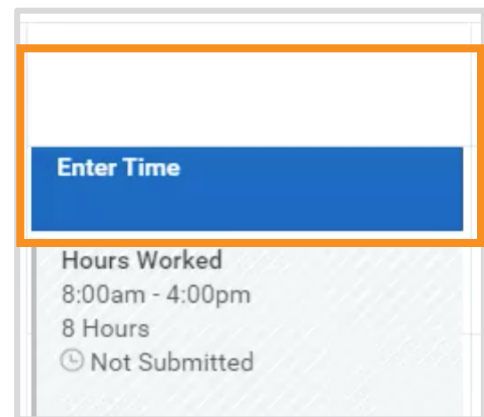
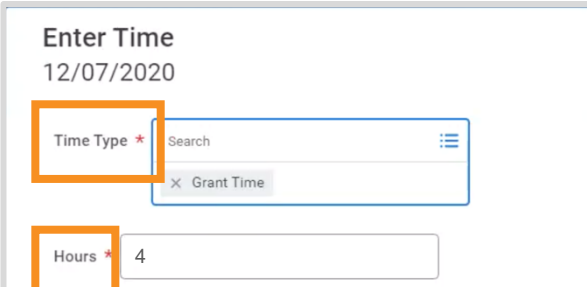
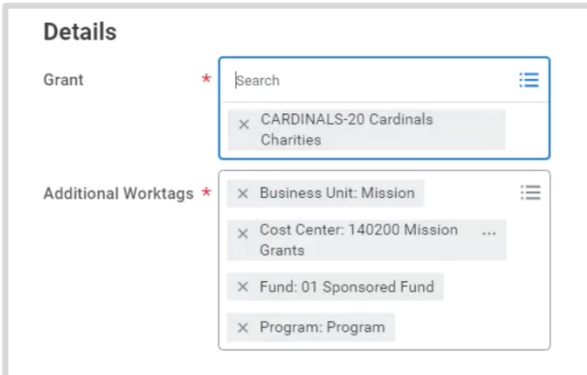
Job Aid for Allocating
Time Toward Grants



Welcome to the **Time Tracking for Grants Job Aid**. This job aid is designed to help those who need to allocate their time toward a grant. (Both hourly and salary team members.) Use the following steps to guide you through the process of tracking and certifying your grant hours. For entering all hours worked, refer to the **My Workday Manual**. **Please note:** *these steps will only work if the Grant Manager has assigned you to a grant.*


TRACKING TIME FOR GRANTS


1. Click on the  **Time** application.
2. Select **This Week** or **Last Week**, depending on your date.
3. Your calendar week displays. Click on a blank space for the day you wish to record grant hours. You will see *Enter Time* appear. **DO NOT** click on a block of time already entered.






4. A pop-up box will appear. The *Time Type* will autopopulate **Grant Time** for you. If it does not, click inside the box and select **Grant Time**.
5. Enter in the number of hours worked.
6. Click inside the *Grant* box under *Details* and select the grant you want to allocate hours toward.
7. *Additional Worktags* will autopopulate.
8. Click **OK**.

Continue to next page.

 **Note:** Your grant hours will display separately from your regular worked hours.

 **Note:** If you are **hourly**, the hours displayed at the top right corner will have your regular work hours *and* grant hours.

 **Note:** If you are **salary**, the hours displayed at the top right corner will only display your grant hours.

Mon 12/7
Hours: 12


<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>Regular -4 ⌚ Not Submitted</p> </div>	
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>Grant Time 4 Hours ⌚ Not Submitted</p> </div>	
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>Hours Worked 8:00am - 4:00pm 8 Hours ⌚ Not Submitted</p> </div>	

Hourly Example

Grant Hours	Regular Hours	Time Off Hours	Holiday Hours	Overtime Hours	Total Hours
4	4	0	0	0	8

Salary Example


Grant Hours	Regular Hours	Time Off Hours	Holiday Hours	Overtime Hours	Total Hours
6	0	0	0	0	6

 **Note:** **Hourly** – Before continuing to [Certifying Your Grant Time](#), you will need to submit your time, as usual. **Salary** – Although you do not usually submit your worked hours, you will need to do so while working on a grant.

Continue to next page.

CERTIFYING YOUR GRANT TIME

1. (Submitting your time) From your weekly calendar, click the **Submit** button located at the bottom left corner.
2. Review your hours and click **Submit**.
3. Click on **Review**.
4. Review your grant hours and then click the **I Certify** box.
5. Click **Approve** and then **Done**.

 **Note:** If you happen to navigate away from the “review page”, there will be an item in your inbox to complete this task.

