

Manage Time in Workday for Hourly Workers

Objective: To enter and submit your time worked using the Workday Time Calendar

Audience: Hourly employees not using Time Kiosks

NKU Hourly Employees enter Time Worked in the Workday Time Calendar daily. Employees must submit time for Manager approval within the pay period.

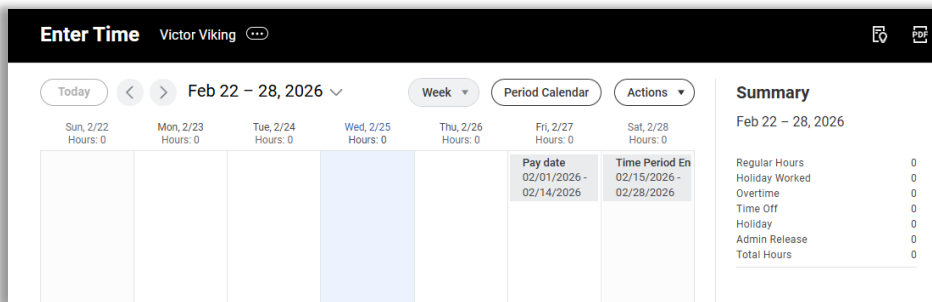
Click the required process below to go directly to that portion of the User Guide:

If you want to...
Enter Time Worked
Review & Submit Timecard (biweekly)

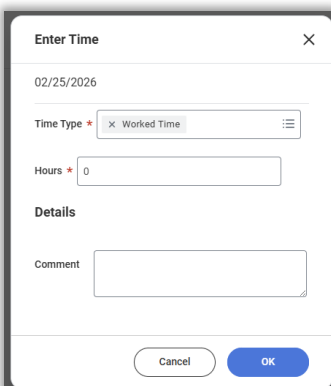
Enter Time Worked

From the Menu, select **Personal > Time**. The Time Page displays.

1. Click **Enter Time > This Week**. The Time Calendar displays.



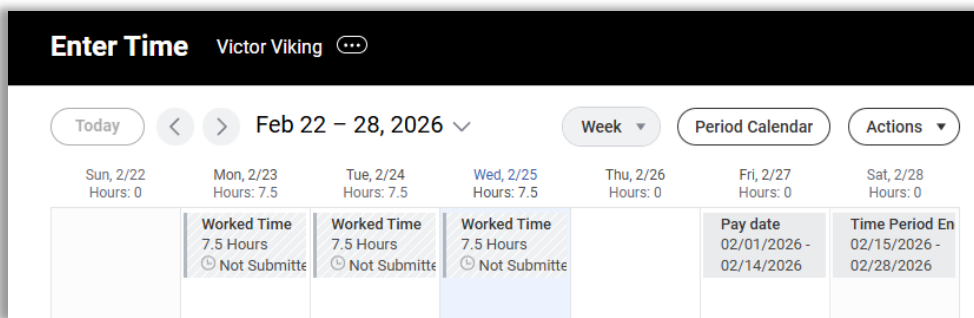
2. Click date you want to enter time worked. The Enter Time popup defaults to **Worked Time** as Time Type.



- (Optional) Modify Time Type as required. Additional Time Entry Codes include Admin Release and Holiday Worked. Unscheduled Absence options display under Absence.

Note: To submit time for Holiday Worked, managers must approve an employee’s Request to Work a Holiday. Please see *Request to Work a Holiday User Guide* for instructions on submitting this request.

- Enter number of **Hours** worked. (7.5 for Hourly employee schedule)
- (Optional) Enter Comment as required for Holiday Worked and other select scenarios.
- Click **OK**. Your time entry is saved. The time calendar displays the time entry as Worked Time Not Submitted.



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Review and Submit Timecard

After entering time worked for the biweekly period, hourly employees review and submit their time worked on a biweekly basis. The time submitted must fall ***within*** the current pay period. **Time must be submitted by hourly employees in a timely fashion to ensure you receive accurate pay.**

From Navigation Menu, select **Personal > Time**. The Time Page displays

- Click Enter Time > **This Week**. Your Time Calendar displays.

2. Below the Summary panel on the right, click **Review**. The Submit Time page displays.

Submit Time [X]

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

February 15 – 28, 2026 : 75 Hours

Total for February 15 – 28, 2026

Regular Hours	75
Holiday Worked	0
Overtime	0
Time Off	0
Holiday	0
Admin Release	0
Total Hours	75

enter your comment

[Profile Icon]

[Cancel] [Submit]

3. Review the time record for accuracy and enter comments if needed. **Note:** If your time record requires edits, do *not* click Submit at this time. Instead, click **Cancel** and return to the Time Calendar to make the required changes.

4. Once accuracy has been confirmed, click **Submit**. A confirmation message displays.

Your timecard routes to your Time and Absence Approver for review.

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Need Help?

If additional support is needed, contact workdaysupport@nku.edu.