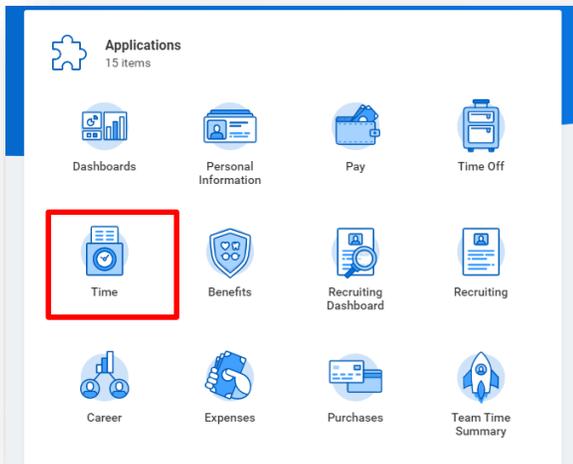


Navigate to the Workday Home Page

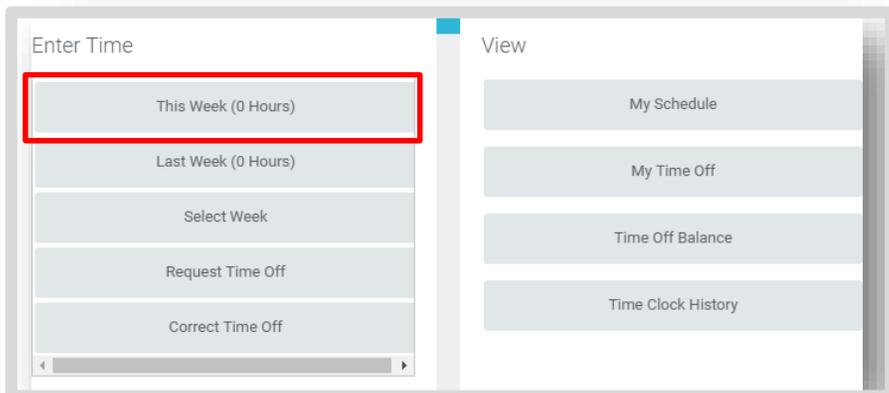


Select the Time Application to navigate to your Web Calendar

Enter Time for Summer Program(Hourly)

To enter Summer Program, Summer Learning Experience, Boot Camp, OST Proctor time, use Web Calendar to select your day to Enter Time

1. Click **This Week.**



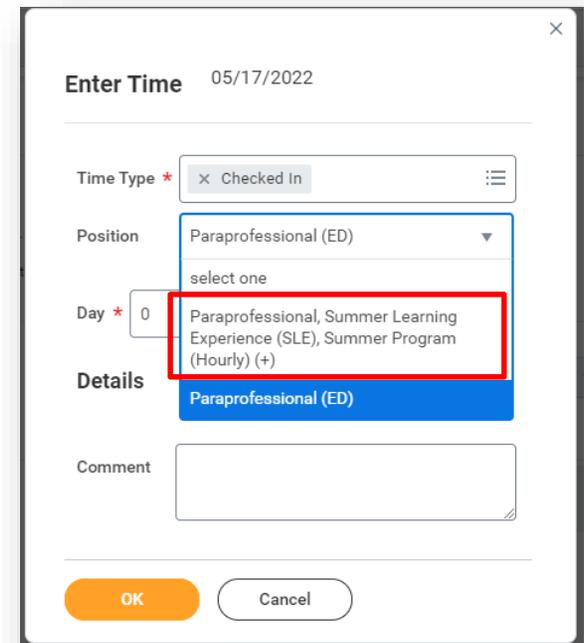
2. Once at your web calendar, select your day to Enter Time

Note: You will notice that your Enter Time block defaults to your standard Time Type as "Checked In" with your current non summer job in the "position" field, with the unit of time being recorded as Day. **This must be changed. For your summer position, your time is to be entered as hours. In order for your time to display as hours, the "position" option and "time type" option in the enter time box must be changed. Please review the steps in order below:*

From the Web Calendar Enter Time Box

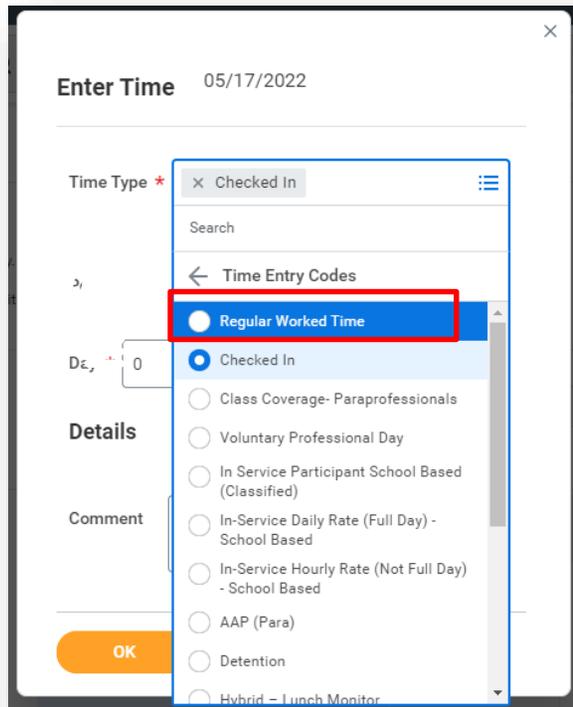
1. Select the dropdown arrow in the **Position** field and select your summer position

**You must select your summer position first before you change the time type or you will not locate "Regular Worked Time" in the Time Type field*

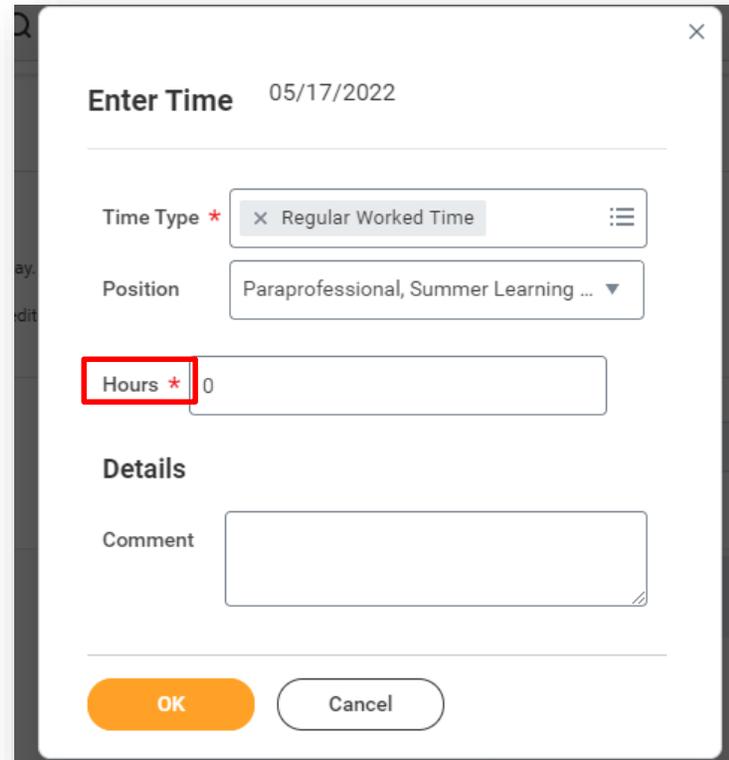


Enter Time for Summer Program (Hourly) Cont.

2. Select the 3 bars section next to the **Checked In** option in the **Time Type** field
3. Select **Time Entry Codes**
4. Scroll up to select the **Regular Worked Time** option



4. Add the appropriate unit of hours



5. Click **OK**

Note: Once "Regular Worked Time" is selected, notice that the "Day" field will change to an "Hours" field