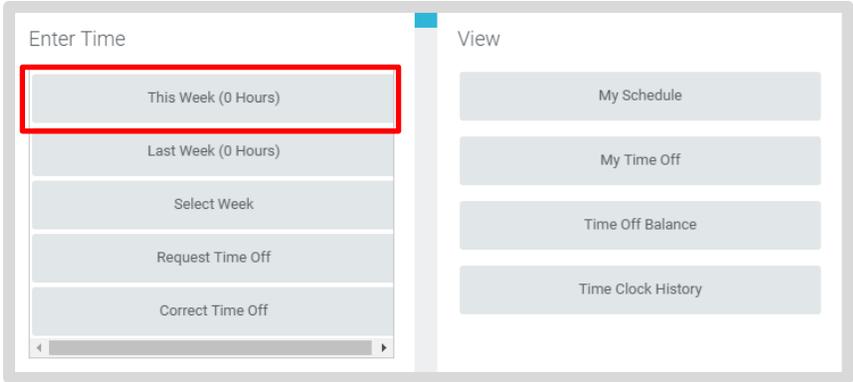# Time Tracking: Validate and Submit Time

Submit Time for Approval and Payment

In Workday from the Time application, under Enter Time:

1. Click **This Week.**

2. Check that previous time entries requiring Supplemental Pay appear.

3. Click **Submit**.

4. Click **Submit** to verify that the information is accurate.

Note: Submit only needs to be done bi-weekly, at the end of each time period.

View Details of Submitted Time

From the Time Entry calendar:

1. Click a time block to view detailed information about your time entry.

1. Click the **View Details** button.
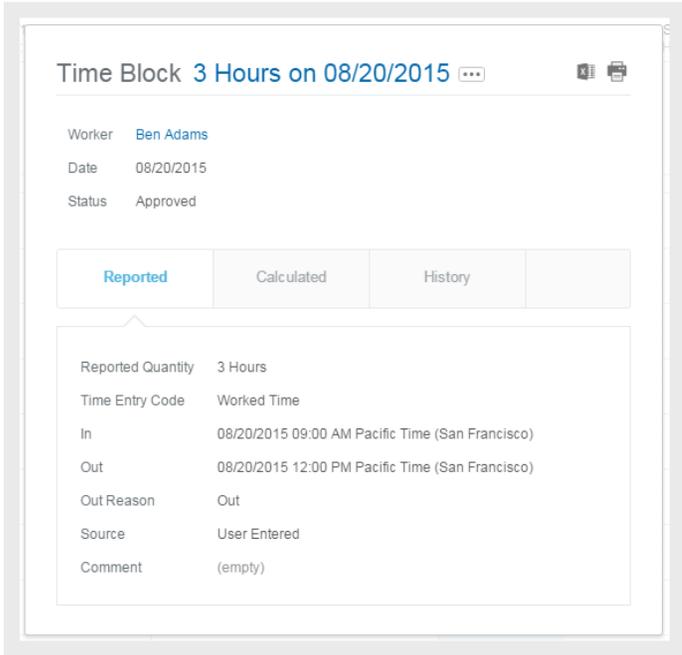
2. Click the **Reported** tab to view worked time.

3. Click the **Calculated** tab to view cost center information.

4. Click the **History** tab to view the process history of a particular time entry.

Time Tracking: Validate and Submit Time

Modify Previously Reported Supplemental Time Entries (before submitting)

From the Time application:

1. Click **Select Week**.

2. Select a date within the week you want to edit.

3. Click **OK**. Supplemental time that you entered displays on the calendar.

4. Click the time block. An editable window displays.

5. Edit the details of the time block and click **OK** or **Delete**.