

## To Submit Your Timesheet:

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1. Login to **SSO – Workday**
2. Click on **Menu** in the upper left corner and choose **Time** from the list.
3. Click **This Week, Last Week, or Select Week** to enter your hours.
4. Enter your time by clicking on the correct day/date(s) you worked. A box will pop up with Time Type and Hours. If you have multiple positions, you will also see a Position drop down box for you to choose the correct role to log hours.
5. Regular hours will already be populated in the Time Type box. You will then enter the number of hours worked. For example, if you worked 9am – 1pm, you will enter 4 hours, and then click **OK**.
6. Once all of your hours are entered for the biweekly period, click **Review** at the bottom right of the screen.
7. Review your time to ensure the total number of hours are accounted for, and then click **Submit**. Your timesheet will now be with your supervisor for approval.

Note: Timesheet submittal should occur every other Friday, and is usually the week before the pay date.