

OBJECTIVE

Use the steps below to enter time with the Additional Worktag **Location: Remote Work** for exempt employees in Workday.

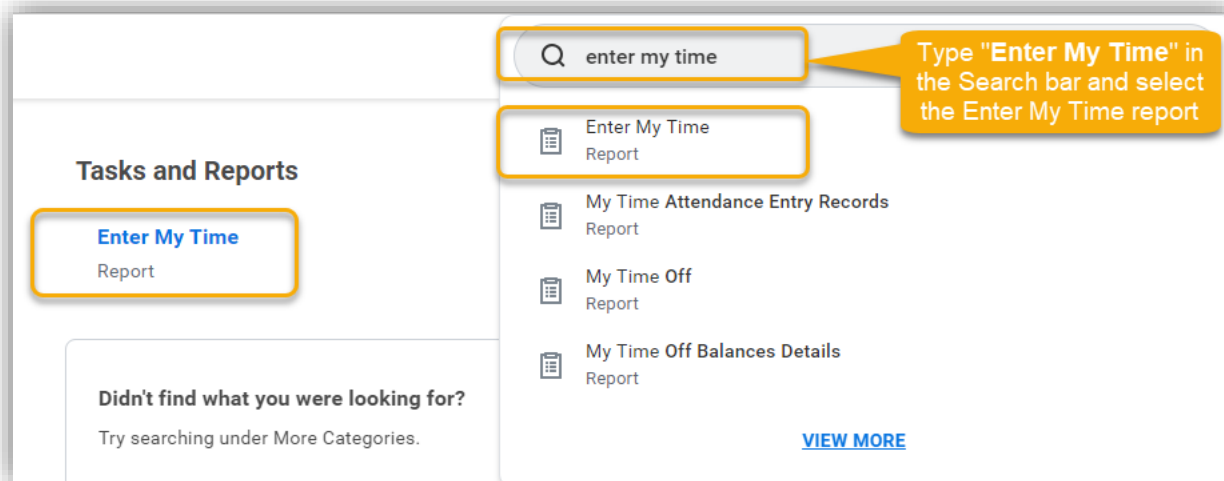


Note: Workday utilizes the correct Fair Labor Standard Act (FLSA) status associated with your job/position. The City transitioned to Workday and refers to your job/position's FLSA status as "Exempt" instead of "Salaried".

ENTERING TIME WORKED

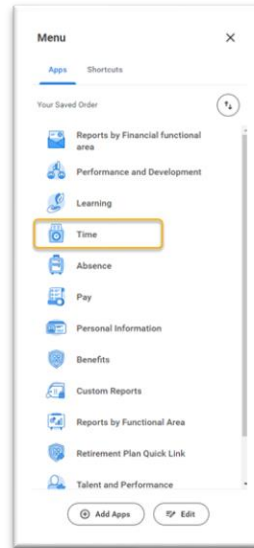
From the Home screen, there are two options:

1. Either use the **Search** bar and enter "Enter My Time". Select the **Enter My Time** report.

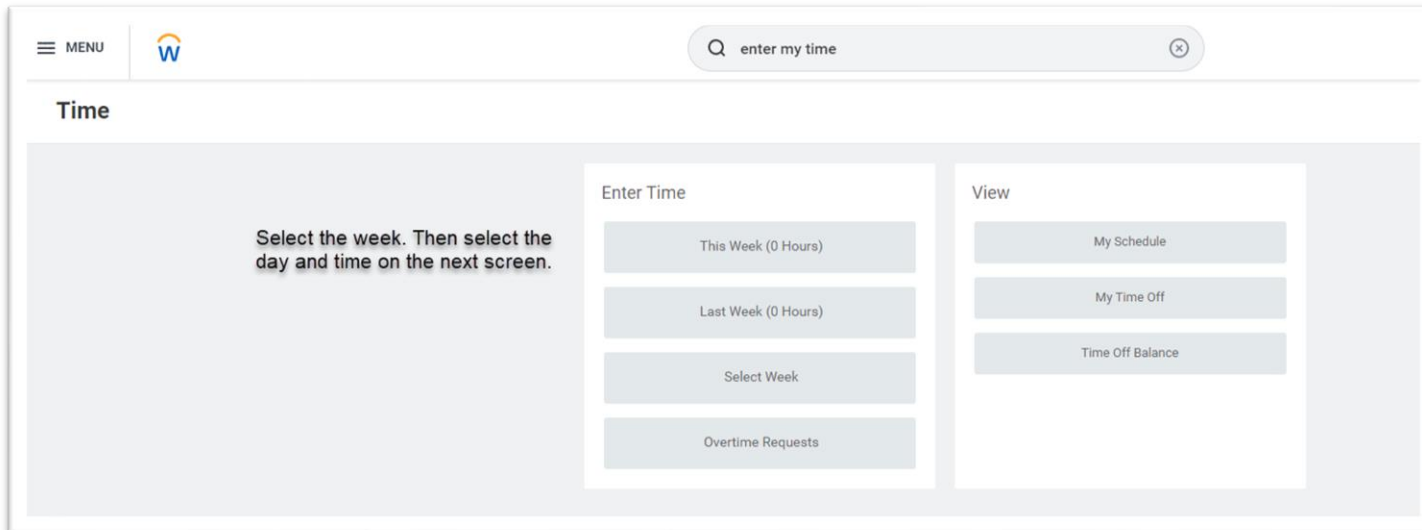


2. Or click on the Global Navigation menu (the hamburger icon) in the top left corner of your screen to select "**Time**".

Select the Global Navigation menu (hamburger icon) to view the list of Applications in the menu and select **Time**

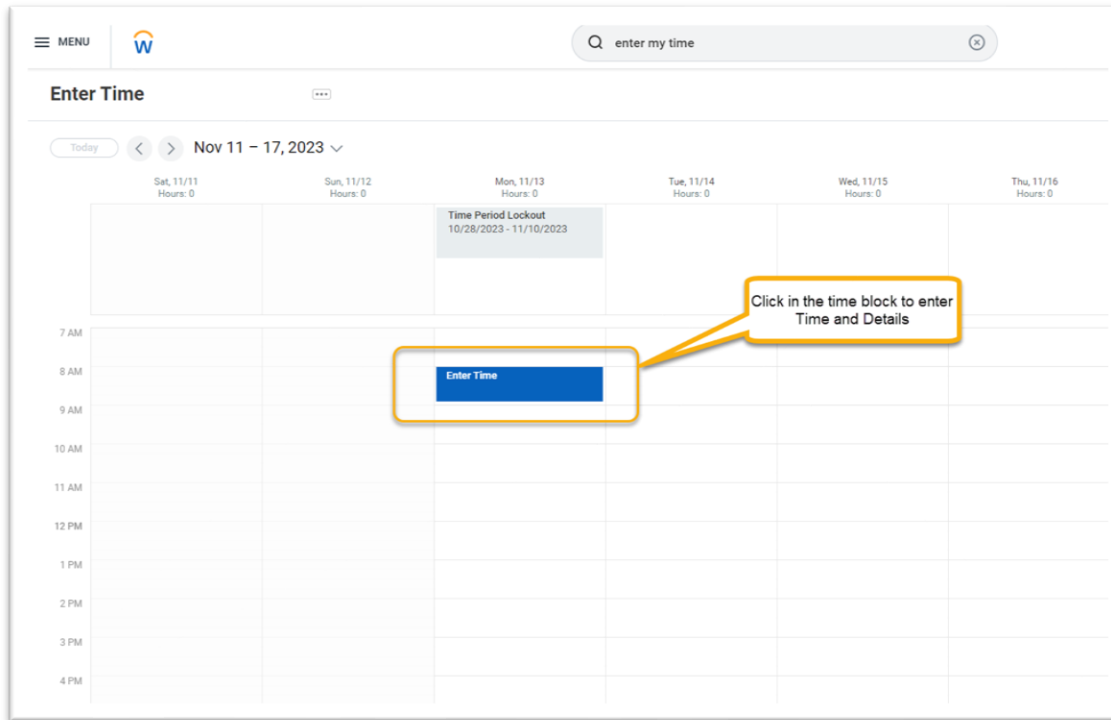


Result: The **Enter Time week selection view** opens



3. Double-click the **time block and day** for which you want to enter the time.

Result: The **Enter Time** calendar view opens.



Result: The Enter Time window for the selected date opens.

Enter Time

11/13/2023

Time Type *

In *

Out *

Out Reason

Hours * 0

Details

Worked Meal

Hazard Work

Cost Center

Fund

Grant

Special Purpose

Activity (8/1/2022)


Event

OK Cancel

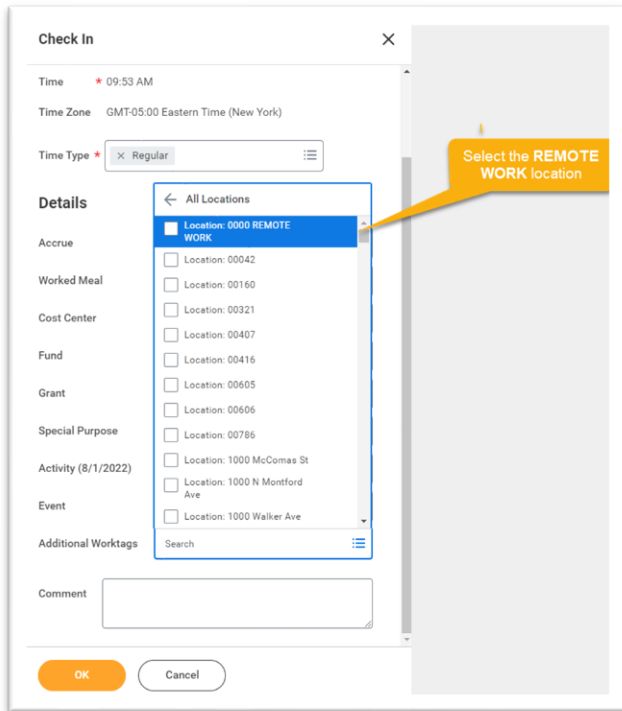
Thu, 11/16
Hours: 0

Scroll to the bottom of this Details section to locate the **Additional Worktags** field. This is where you will enter your work location as **Remote**.

4. Select the appropriate **Time Type** if other than **Regular** time, which is the auto-populated default.
5. Enter the hours worked in the **In** and **Out** fields.
6. Review the **Details** section.
The **Details** section is not required, however, to indicate remote work you must select **Location: Remote Work** in the **Additional Worktags** field.

 **Note:** If you are on a special project and need to provide the billable tracking information, complete the information in this section such as **Cost Center, Grants, Fund, Activity, etc.** Visit the [Workday TeamBaltimore SharePoint site Time Tracking section](#) for detailed instructions on how to enter time while working on grants and/or projects.

- 7. Additional Worktags:** Type Remote in the field to select it. Or from the menu list, go to Location, and then All Locations to select the Remote Work location (**Location: 0000 REMOTE WORK**) which appears at the top of the list.



- 8. Click the OK button to complete recording your time.**
Result: You added a check in time.



Click **Cancel** if you do not want to record your time entry

Result: You added hours for a specific date in Workday and are returned to the calendar view.