

In the instance you are employed at Flinders University as a casual professional working the same hours on a regular basis, you may use the quick entry option when entering in your timesheet. Complete the following steps to enter your time more efficiently.

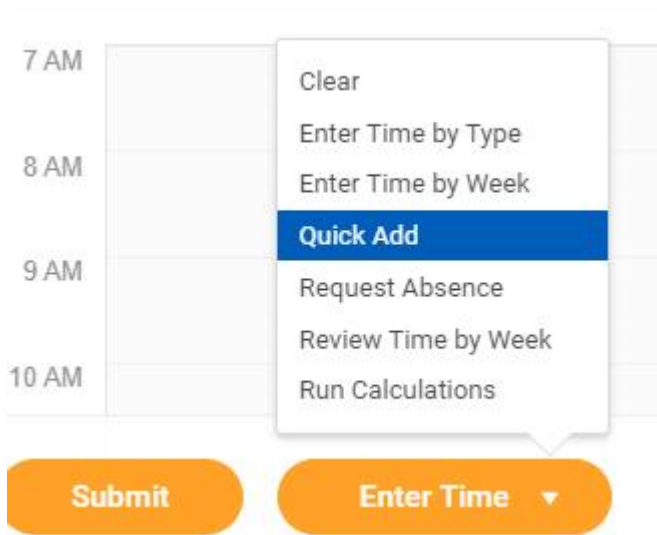
1. Select *Time*



2. Select *Week*



3. Select *Enter Time* and *Quick Add*



4. Remove *Choose the appropriate code from this list* by clicking on the x.

Start Date 27/06/2020

End Date 03/07/2020

Time Type ✕ Choose the Appropriate Code from this list

5. Select *Standard Hours*

Search

Choose the Appropriate Code from this list

Standard Hours

6. Click *Next*

The time entry screen will appear.

Start Date 27/06/2020

End Date 03/07/2020

Time Type Casual Standard Hours

In

Out

Out Reason Out

Saturday

Sunday

Monday

Tuesday

Wednesday

Thursday

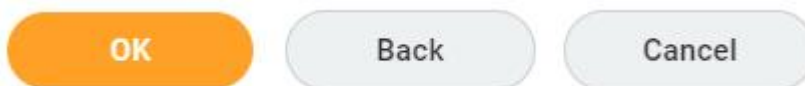
Friday

7. Tick the relevant days you wish to have the time entered for on the right.

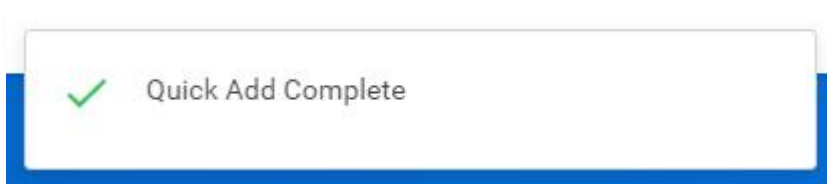
Start Date 27/06/2020
End Date 03/07/2020
Time Type Casual Standard Hours

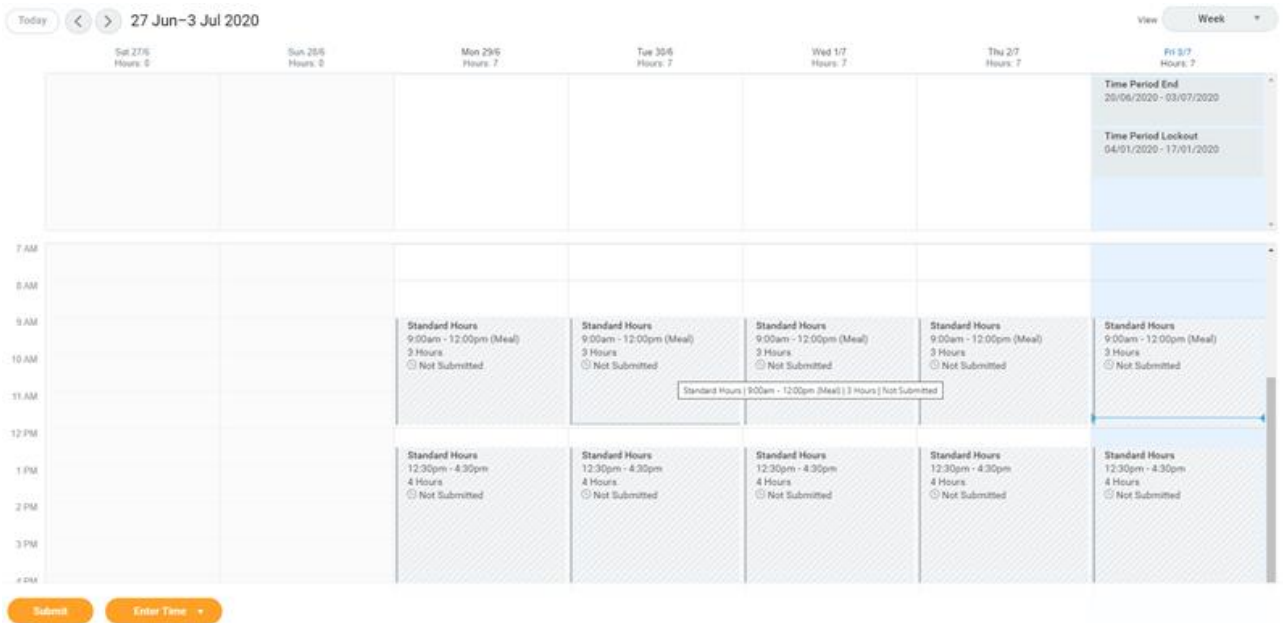
In	<input type="text"/>	Saturday	<input type="checkbox"/>
Out	<input type="text"/>	Sunday	<input type="checkbox"/>
Out Reason	Out <input type="text"/>	Monday	<input type="checkbox"/>
		Tuesday	<input type="checkbox"/>
		Wednesday	<input type="checkbox"/>
		Thursday	<input type="checkbox"/>
		Friday	<input type="checkbox"/>

6. Click *Ok*



The quick add complete box will appear and the hours will appear in your time calendar.





Today < > 27 Jun-3 Jul 2020 View Week

	Sat 27/6 Hours: 6	Sun 28/6 Hours: 6	Mon 29/6 Hours: 7	Tue 30/6 Hours: 7	Wed 1/7 Hours: 7	Thu 2/7 Hours: 7	Fri 3/7 Hours: 7
7 AM							Time Period End 20/06/2020 - 03/07/2020
8 AM							Time Period Lockout 04/01/2020 - 17/01/2020
9 AM			Standard Hours 9:00am - 12:00pm (Meal) 3 Hours <input type="checkbox"/> Not Submitted	Standard Hours 9:00am - 12:00pm (Meal) 3 Hours <input type="checkbox"/> Not Submitted	Standard Hours 9:00am - 12:00pm (Meal) 3 Hours <input type="checkbox"/> Not Submitted	Standard Hours 9:00am - 12:00pm (Meal) 3 Hours <input type="checkbox"/> Not Submitted	Standard Hours 9:00am - 12:00pm (Meal) 3 Hours <input type="checkbox"/> Not Submitted
10 AM							
11 AM							
12 PM							
1 PM			Standard Hours 12:30pm - 4:30pm 4 Hours <input type="checkbox"/> Not Submitted	Standard Hours 12:30pm - 4:30pm 4 Hours <input type="checkbox"/> Not Submitted	Standard Hours 12:30pm - 4:30pm 4 Hours <input type="checkbox"/> Not Submitted	Standard Hours 12:30pm - 4:30pm 4 Hours <input type="checkbox"/> Not Submitted	Standard Hours 12:30pm - 4:30pm 4 Hours <input type="checkbox"/> Not Submitted
2 PM							
3 PM							
4 PM							

Submit Enter Time ▾

7. Click *Submit*



Once submitted, your supervisor will receive an action in Workday to approve. Once approved you will receive a notification advising the approval. Please note, your supervisor may send back the timesheet for amendment in which case you will receive a task in your Workday inbox to amend the timesheet.