Basic Procedures for Employees

STEP 1 - Enter My Time
1. Access the Workday Home page - https://wd5.myworkday.com/stateofmaryland/login.flex
2. Click on the Time Worklet from the Home page
3. In the Enter Time box, click This Week
4. Click Add Row (+) icon
5. Enter time in; for example - 8a for 8:00 am
6. Enter time out
7. Enter out reason, e.g. Meal
8. Repeat Step 4 when you return from meal break
9. When finished entering time for the week, click the Next button.
10. Review Daily and Week totals
11. Click the Save button
12. Time must be submitted at the end of the pay period on Tuesday, by 11:59 pm

STEP 2 - Submit Time
1. Click on the Time Worklet from the Home page
2. In the Submit Time section, click the Submit Time button
3. Click the radio button beside the time period to be submitted
4. Click the OK button
5. Verify that the totals are correct, and then click the Submit button
6. Click the Done button

STEP 3 - Review Time By Week
1. Click on the Time Worklet from the Home page
2. In the View Time section, click the Review My Time by Week button
3. In the Date field, enter or select a date in the current or previous week
4. Click the OK button
5. Notice the date range at the top of the screen
6. View the totals underneath the date range
7. View the details of the time entry for each day of the pay period

STEP 4 - Request Time Off
1. From the Home page, click the Time Off worklet
2. In the Request section, click the Time Off button
3. On the calendar page, click the left or right arrow to select the month for requesting time off
4. Click the day(s) to be requested off
5. The Request Time Off button shows the number of days being requested
6. Click the Request Time Off button
7. Enter the appropriate time off code
8. Enter the daily quantity (number of hours each day being requested)
9. Enter the Reason code
10. Click the Submit button
11. Review the submitted time off request on the calendar

STEP 5 - View Time Off Requests
1. From the Home page, click the Time Off worklet
2. Near the top of the page, select Time Off Requests, and view all information related to the requests
3. Near the top of the page, select Time Off Balances, and view all of your balance information
4. You can view Time Off Balances as of a specific date
5. You can view Time Off Results By Period to view year-to-date and pay period leave balances

STEP 6 - Correct Reported Time
1. From the Home page, click the Time worklet
2. Choose whether to adjust time for the current or prior week
3. To update a field in a row, click in that field and change the values and enter a comment
4. When done, click the Next button
5. On the confirmation page, review the daily and week totals and then click the Save button
6. Submit the corrected entries for approval

FOR MORE INFORMATION GO TO http://dbm.maryland.gov/sps/Pages/Time_HelpCenter.aspx, and the HUB