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. I 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 ot 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