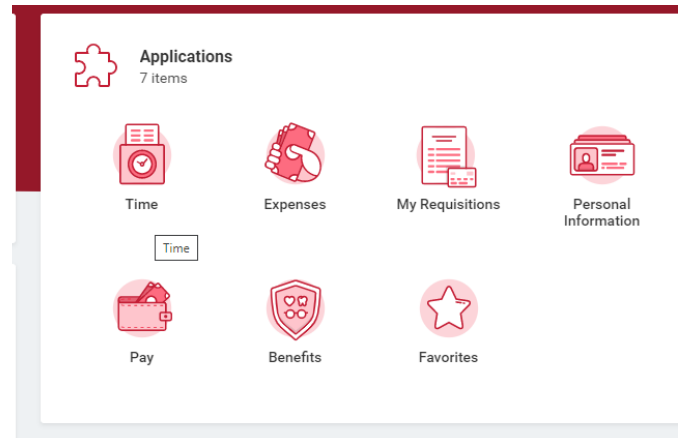
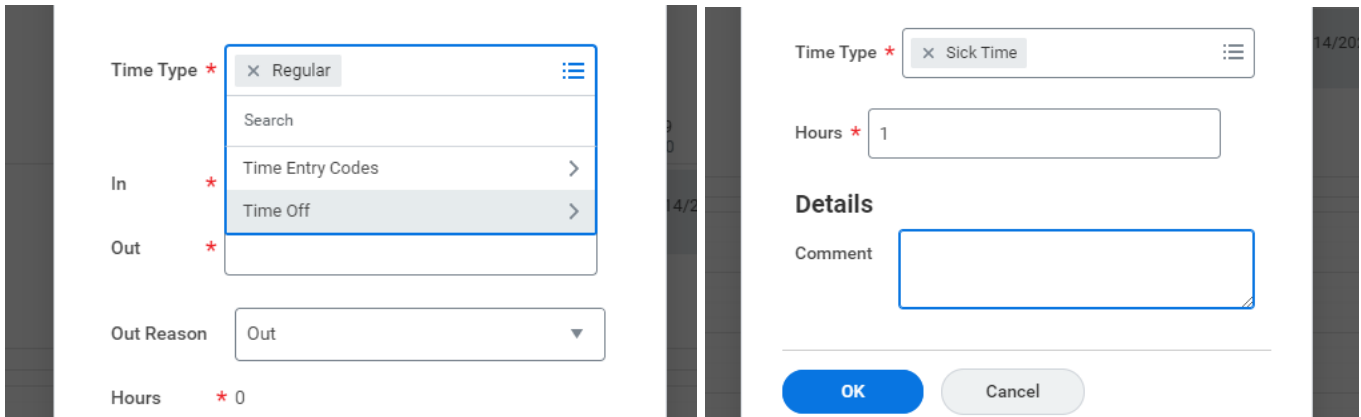


Entering Sick Time in Workday



1. Login to Workday & click on the Time Worklet:
2. Click on the week you need to enter Sick time for under “Enter Time”
3. Click on the date/time where you need to enter Sick time. On the “Enter Time” screen that appears, select menu next to “Time Type” and choose “Time Off>Sick Time” for any sick hours recorded.



4. Finish entering all hours needed and click “OK.” Do not click “submit” until you are ready to send all hours in the pay period to your supervisor for approval. Any hours entered after clicking “OK” will be saved on the timesheet until you return to the screen when you are ready to submit time for the full pay period.