Timekeeping: Reviewing and Submitting My Time Card

Hourly Employees

Navigate to MENU tab and select TIME.



REVIEW

Check if hours worked for the week are correct in the Summary and at the top of each day. Click REVIEW if time card is correct.

Today < > M	lar 12 - 18, 2023	~				Week • Actions •	Summary
Sum, 3/12 Hours: 0	Mon, 3/13 Hours: 10.5	Tue, 3/14 Hours: 10.5	Wed, 3/15 Hours: 10.5	Thu, 3/16 Hours: 0	Fri, 3/17 Hours: 0	Sat. 3/18 Hours: 0	Mar 12 - 18, 2023
		Pay date 02/16/2023 - 02/28/2023	Time Period End 03/01/2023 - 03/15/2023				Regular Dally Overtime Night Shift Holiday/Rest Oxy Overtime Time Off Total
ГАМ 7.7M	Hours Worked 6:00am - 8:00am (Break) 2 Hours	Hours Warked 6:00am - 8:00am (Break) 2 Hours	Hours Worked 6:00am - 8:00am (Break) 2 Hours				
I AM	O Not Submitted	O Not Submitted	O Not Submitted				
0 AM	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours	Hours Worked 8:15em - 10:00em (Meal) 1.75 Hours	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours				
AM .	C /O may Printered	C. D. Ward P. Andread	1 /O star & Australia				
АМ	Hours Worked 11:00am - 1:00pm	Hours Worked 11:00am - 1:00pm	Hours Worked 11:00am - 1:00pm				
2 PM	(Break) 2 Hours () Not Submitted	(Break) 2 Hours () Not Submitted	(Break) 2 Hours () Not Submitted				
PM							

Choose the week you wish to review.



*** Note: Associates cannot edit time in Workday. If there is a discrepancy, approach your Supervisor and have your hours corrected.



Timekeeping: Reviewing and Submitting My Time Card

SUBMIT

Please submit the correct timesheet for the appropriate time period when there are multiple timesheets to select. Confirm your time card by clicking SUBMIT.

I certify that all hours reported are accurate and complete and conform to the corporate time reporting policy.				
Please submit the correct timesheet for the appropriate time period when there are multiple timesheets to select.				
Following date range will be submitted for approval.				
March 1 – 15, 2023 : 72.75 Hours	Total for March 1 - 15, 2023			
	Regular	56		
	Daily Overtime	16.75		
	Night Shift	0		
	Holiday/Rest Day Overtime	0		
	Time Off	0		
	Total	72.75		
enter your comment				

TIME CARD APPROVED BY LEADER

Once approved, your time card will have a GREEN line.

	< > h	iar 12 - 18, 2023	v	
	Sun, 3/12 Hours: 0	Mon, 3/13 Hours: 10.5	Tue, 3/14 Hours: 10.5	Wed, 3/15 Hours: 10.5
			Pay date 02/16/2023 - 02/28/2023	Time Period End 03/01/2023 - 03/15/2023
6 AM 7 AM		Hours Worked 6:00am - 8:00am (Break) 2 Hours - A Deroved	Hours Worked 6:00am -8:00am (Break) 2 Hours - Approved	Hours Worked 6:00am - 8:00am (Break) 2 Hours < Approved
8 AM				
9 AM		Hours Worked 8:15am - 10:00am (Meal) 1.75 Houra	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours
		/ A standard and	C Received	C Barren and

*** Note: Once the time card is approved and you find an error, you must have your Supervisor revise. You then Re-Submit your time card. Any corrections approved by your Supervisor after the payroll lock period will get credited in the next pay period.

