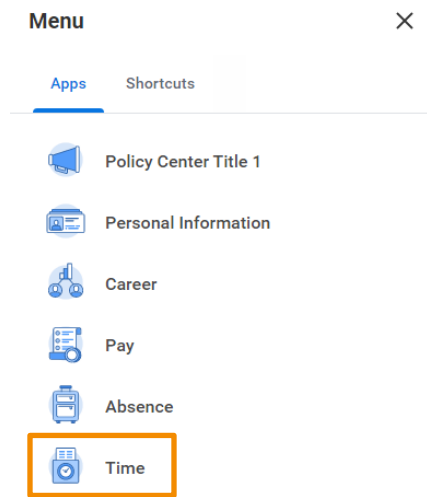
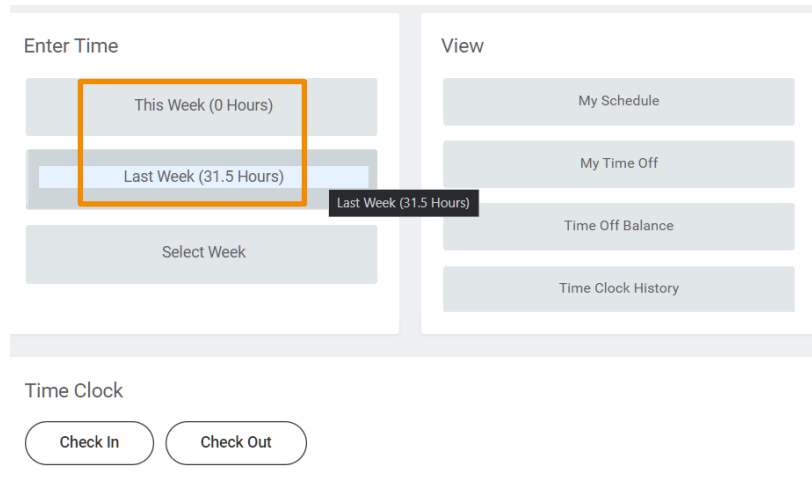


Navigate to MENU tab and select TIME.

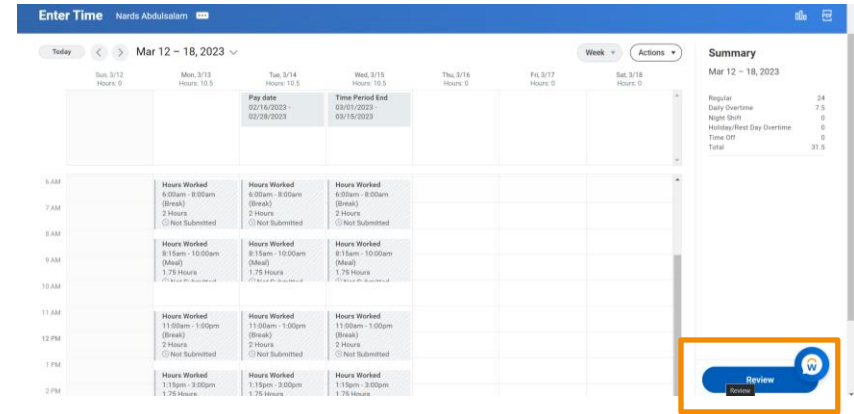


Choose the week you wish to review.



## 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.



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

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

Submit Cancel

TIME CARD APPROVED BY LEADER

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

Today	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	Hours Worked 6:00am - 8:00am (Break) 2 Hours ✓ Approved	Hours Worked 6:00am - 8:00am (Break) 2 Hours ✓ Approved	Hours Worked 6:00am - 8:00am (Break) 2 Hours ✓ Approved	Hours Worked 6:00am - 8:00am (Break) 2 Hours ✓ Approved
7 AM				
8 AM	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours	Hours Worked 8:15am - 10:00am (Meal) 1.75 Hours
9 AM				
10 AM				
11 AM	Hours Worked 11:00am - 1:00pm	Hours Worked 11:00am - 1:00pm	Hours Worked 11:00am - 1:00pm	Hours Worked 11:00am - 1:00pm

\*\*\* 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.