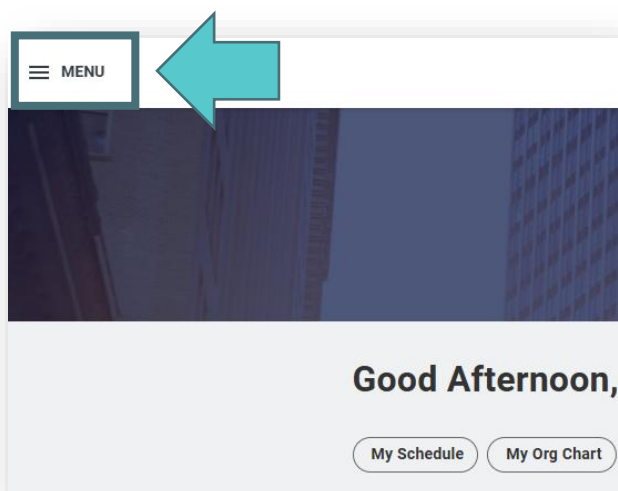


# Entering Time and Submitting Timecards in Workday for Candidates

**REMINDER:** Always follow the [Freelance Employee Handbook](#) and accurately record all in and out times to the minute each day.

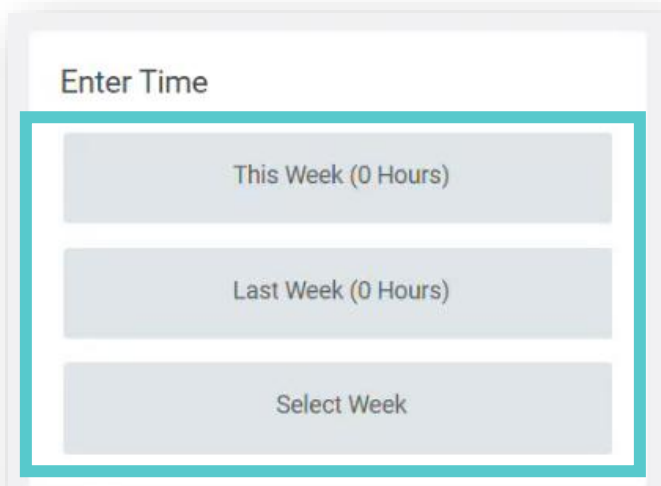
**Step 1:** From the **Workday homepage**, click on **Menu**



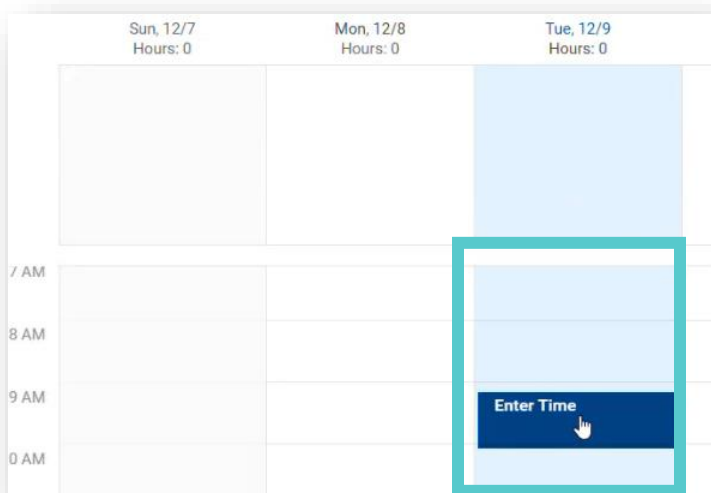
**Step 2:** From the **Menu**, click on the **Personal dropdown** and select **Time**



**Step 3:** Under **Enter Time**, select the week you would like to enter your daily worked time



**Step 4:** Click the time block where you would like to enter daily time worked



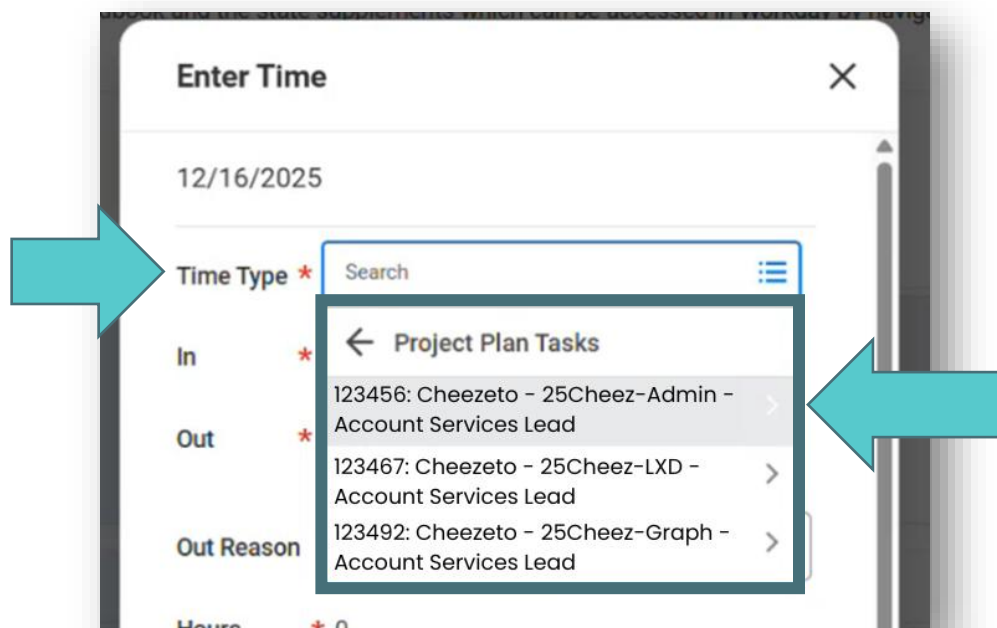
**Step 5:** Select your **Time Type**

1. Click on the **Time Type** drop down
2. Select the **Project Plan Tasks** option
3. Choose the **appropriate project** that you are daily logging hours for
  - a. Your project can be identified by the **Project/Position ID** (first set of numbers) associated with your assignment

## The Project Plan Tasks are broken down by:

*Project/Position ID: Company Name - TOB Project Name (if applicable) - PO Number (if applicable) - Project Name (if applicable) - Business/Job Title*

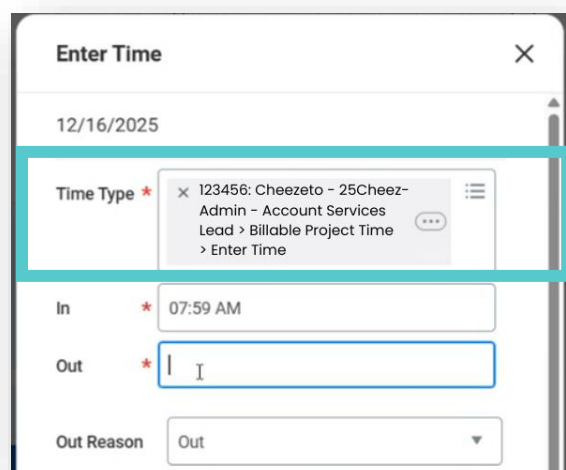
**Example:** 123456: Cheezeto - 25Cheez - Admin - Account Services Lead



The screenshot shows the 'Enter Time' modal with the date 12/16/2025. The 'Time Type' dropdown is open, displaying a list of project tasks. The first task is highlighted: '123456: Cheezeto - 25Cheez-Admin - Account Services Lead'. Below it are two other tasks: '123467: Cheezeto - 25Cheez-LXD - Account Services Lead' and '123492: Cheezeto - 25Cheez-Graph - Account Services Lead'. The 'In' and 'Out' time fields are empty, and the 'Out Reason' is set to 'Out'.

## Step 6: Enter your daily time worked for that project

1. **In:** Enter your exact **Start time** (to the minute)
2. **Out:** Enter your exact **Stop time** (to the minute)
3. **Out Reason:** Select **Out**



The screenshot shows the 'Enter Time' modal with the date 12/16/2025. The 'Time Type' dropdown is now closed, and the selected task is displayed: '123456: Cheezeto - 25Cheez-Admin - Account Services Lead > Billable Project Time > Enter Time'. The 'In' time field is set to 07:59 AM, the 'Out' time field is empty, and the 'Out Reason' is set to 'Out'.

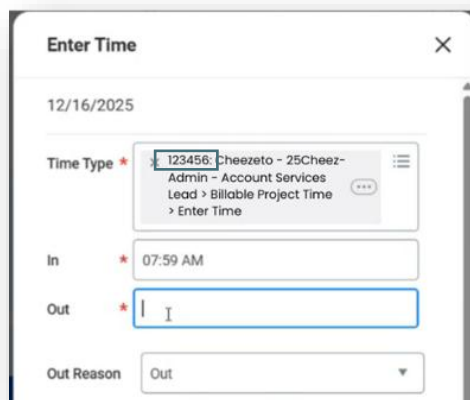
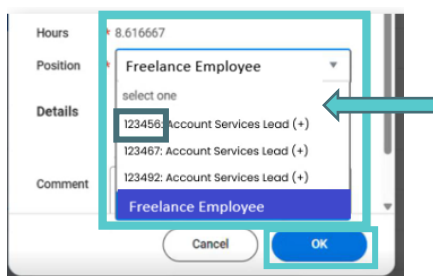
Please review the Meal Period& Rest Break Appendix for state-specific mandates.

**Step 7:** Select your **Position** and click **OK** to add your hours worked that week

**1. Position:** select the position for which you are entering time

**NOTE:** The default position type is 'Freelance Employee'. The dropdown menu will show a job title next to a series of numbers that represent your Project/Position ID. Please select the Position ID that matches the ID numbers selected for Time Type. If not, an error message will occur stating, "The Project ID in Time Type does not match the Position ID. Please update so that the first six digits in each selection match." You will not be able to submit until it matches.

**2.** Click **OK** to save the time block

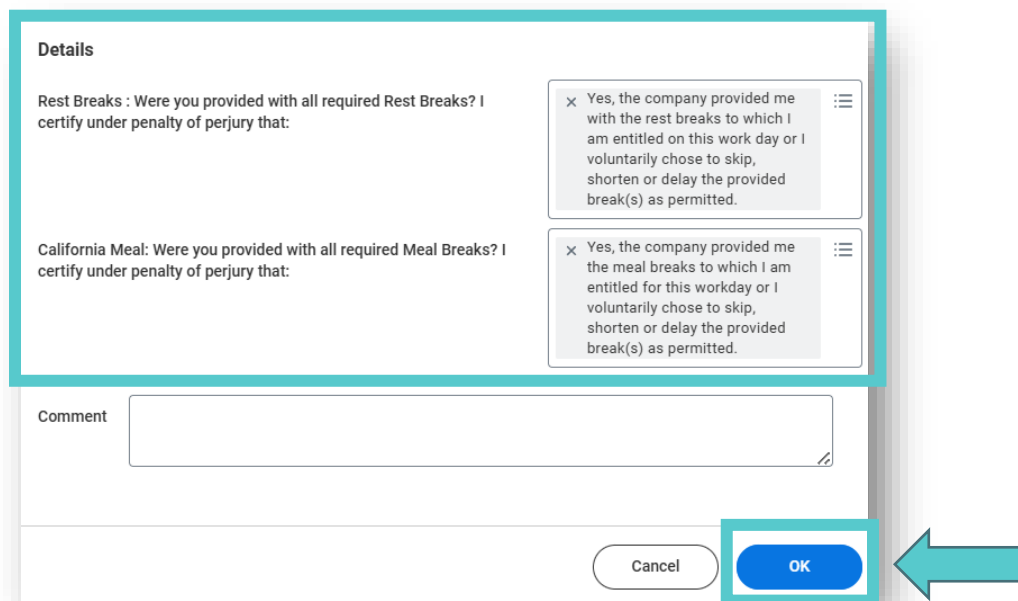


**Step 8:** Below the **Details** section, you'll be prompted to answer questions about **Rest Breaks** and **Meal Periods**. Click the text box to answer **Yes** or **No**.

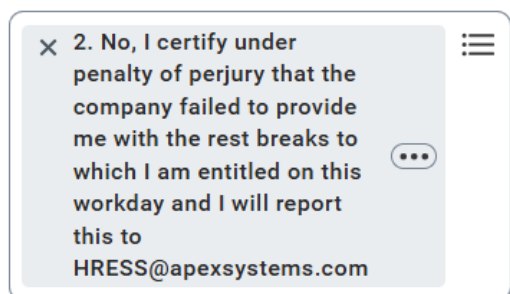
**Note:** You will receive an error message if your rest break and/or meal period questions have not been answered.

**Step 9: You will need to answer the questions below** before saving or submitting time entries in Workday.

Specific meal period and rest break information is in the [State Supplement](#) to the [Employee Handbook](#) and the appendix at the end of this guide.



**Note:** If “No” is selected, please report details to [HRESS@apexsystems.com](mailto:HRESS@apexsystems.com). Any other timesheet details can be entered in the comments.



**Repeat Steps 5-9 to add any hours worked to the calendar**

[illegible]

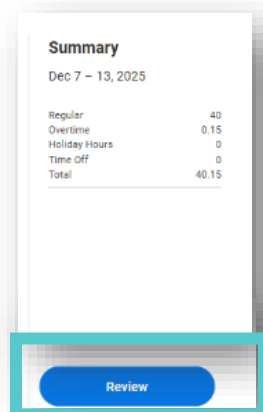
## Submitting Time for Approval:

**Step 1: Verify that all time worked has been recorded completely and accurately.** If any edits need to be made, click the day and time to make edits.



| Time  | Day 1                                                            | Day 2                                                                 | Day 3                                                          | Day 4                                                                 | Day 5                                                                 |
|-------|------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 7 AM  |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |
| 8 AM  | Worked Hours<br>8:00am - 11:30am<br>3.5 Hours<br>⊙ Not Submitted | Worked Hours<br>8:05am - 12:30pm<br>4.416667 Hours<br>⊙ Not Submitted | Worked Hours<br>8:00am - 11:00am<br>3 Hours<br>⊙ Not Submitted | Worked Hours<br>8:00am - 11:00am<br>3 Hours<br>⊙ Not Submitted        | Worked Hours<br>8:02am - 12:01pm<br>3.983333 Hours<br>⊙ Not Submitted |
| 9 AM  |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |
| 10 AM |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |
| 11 AM |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |
| 12 PM |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |
| 1 PM  | Worked Hours<br>12:30pm - 5:00pm<br>4.5 Hours<br>⊙ Not Submitted | Worked Hours<br>1:30pm - 5:00pm<br>3.50 Hours<br>⊙ Not Submitted      | Worked Hours<br>12:00pm - 5:00pm<br>5 Hours<br>⊙ Not Submitted | Worked Hours<br>12:30pm - 5:02pm<br>5.033333 Hours<br>⊙ Not Submitted | Worked Hours<br>1:00pm - 5:04pm<br>4.066667 Hours<br>⊙ Not Submitted  |
| 2 PM  |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |
| 3 PM  |                                                                  |                                                                       |                                                                |                                                                       |                                                                       |

**Step 2:** After your time worked has been recorded completely and accurately for that current week, click **Review** in the bottom right corner.

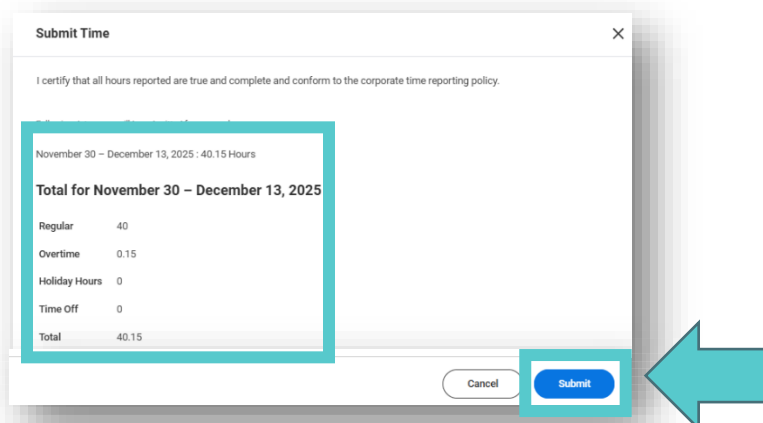


**Summary**  
Dec 7 - 13, 2025

|               |              |
|---------------|--------------|
| Regular       | 40           |
| Overtime      | 0.15         |
| Holiday Hours | 0            |
| Time Off      | 0            |
| <b>Total</b>  | <b>40.15</b> |

**Review**

**Step 3: Review your total time worked** for the workweek is complete and accurate, and then click **Submit**. The timecard will now be sent to your client for approval. *Note:* You cannot submit a timecard that contains future-dated hours.



**Submit Time**

I certify that all hours reported are true and complete and conform to the corporate time reporting policy.

November 30 - December 13, 2025 : 40.15 Hours

**Total for November 30 - December 13, 2025**

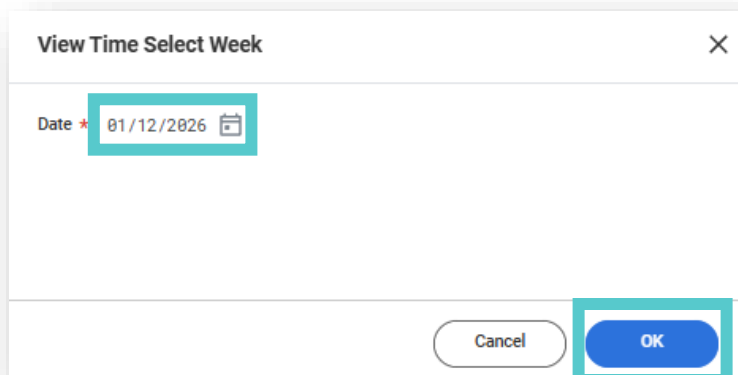
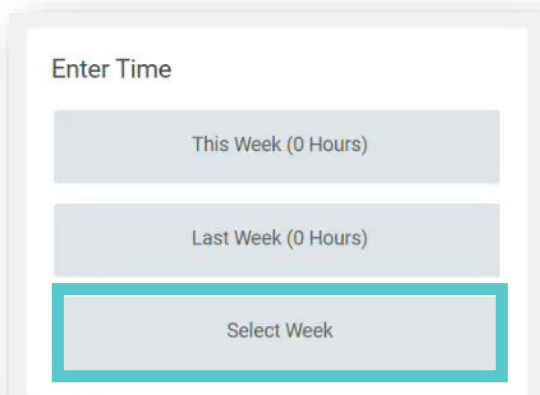
|               |              |
|---------------|--------------|
| Regular       | 40           |
| Overtime      | 0.15         |
| Holiday Hours | 0            |
| Time Off      | 0            |
| <b>Total</b>  | <b>40.15</b> |

**Submit**

## Checking Timecard Status

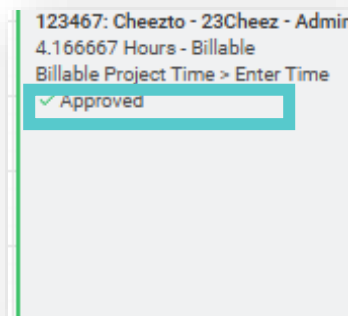
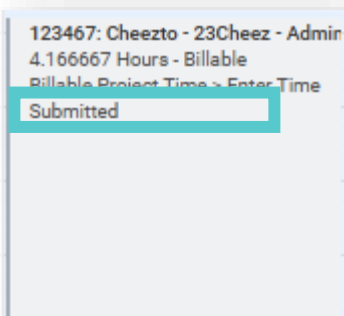
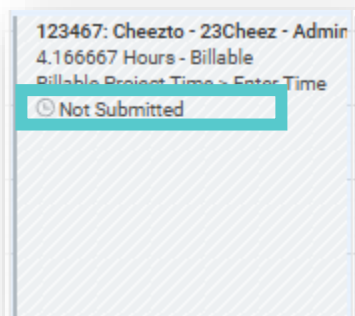
You can view a past timecard to confirm whether you submitted it or whether entries have been approved by the client(s).

**Step 1:** Open your **Enter Time** calendar as if you are going to enter new time. Click **Select Week**, then choose the week you want to view and click **OK**.



**Step 3:** View the time entries for your selected week.

- An **unsubmitted** time entry will have diagonal stripes across it and say **Not Submitted** below the project name.
- A **submitted** time entry that **hasn't been approved** yet will be solid gray and say **Submitted** below the project name.
- An **approved** time entry will have a green bar on the left side and say **Approved** below the project name.



## Appendix: Meal Period & Rest Break Policies by State

As described in the [State Supplement](#) to the [Employee Handbook](#):

**California Meal Period & Rest Break Policy:** California-based employees are entitled to meal periods and rest breaks in accordance with state law and Company policy. Employees who work at least three and one-half (3½) hours in a workday are authorized and permitted to take one paid, uninterrupted 10-minute rest break for every four hours or major fraction thereof (i.e., any time greater than two hours) worked, with rest breaks taken as close as practical to the middle of each work period of four hours or major fraction thereof as is practical. Employees do not need to clock out when taking these rest breaks. Employees who work more than five hours in a workday are provided an unpaid, off-duty, uninterrupted 30-minute meal period that must begin no later than before the end of the fifth hour of work, and employees who work more than ten hours in a workday are entitled to a second unpaid, off-duty, uninterrupted 30-minute meal period that must begin before the end of the tenth hour of work. Employees must be completely relieved of all duties and may leave the premises during meal periods and rest breaks, must not work off the clock, must accurately record meal periods, and must immediately notify Human Resources, a recruiter or supervisor if they believe the nature of their work prevents them from taking a compliant meal period or rest break, or if a rest break or meal period is missed or interrupted. Employees are required to tell Human Resources immediately if they feel pressured or coerced to forego any portion of a provided meal period or rest break.

| Hours of Work                                  | Rest Breaks and/or Meal Periods                                        |
|------------------------------------------------|------------------------------------------------------------------------|
| 0 to 3 hours, 29 minutes                       | No paid rest break and no meal period                                  |
| 3 hours, 30 minutes up to 4 hours, 59 minutes  | One 10-minute paid rest break                                          |
| More than 4 hours, 59 minutes up to 6.0 hours  | One 10-minute paid rest break and one 30-minute unpaid meal period     |
| More than 6.0 hours up to 9 hours, 59 minutes  | Two 10-minute paid rest breaks and one 30-minute unpaid meal period    |
| More than 9 hours, 59 minutes up to 12.0 hours | Three 10-minute paid rest breaks and two 30-minute unpaid meal periods |
| More than 12.0 hours up to 14.0 hours          | Three 10-minute paid rest breaks and two 30-minute unpaid meal periods |

**Colorado Meal Period & Rest Break Policy:** Colorado-based employees are authorized and permitted paid ten (10) minute rest periods for each four (4) hours of work, or major fraction thereof, and should take those rest breaks as close to the middle of each work period as practical. Employees who work more than five (5) hours in a workday are provided an unpaid, off-duty and uninterrupted meal period of at least thirty (30) minutes, scheduled at least one (1) hour after starting and one (1) hour before ending the shift when practical. Rest breaks and meal periods may not be combined, skipped, used to arrive late or leave early, or worked through; employees must be completely relieved of all work duties and should promptly notify Human Resources or their supervisor if they are prevented from taking a timely, complete, and uninterrupted rest break or meal period must not work off the clock, must accurately record meal periods when required, and must immediately notify Human Resources, supervisor or recruiter if any break or meal period is missed, interrupted, noncompliant, or if they feel pressured to skip or not report it.

**Minnesota Meal Period & Rest Breaks Policy:** Minnesota employees must receive a paid rest break of fifteen (15) minutes, or enough time to use the nearest convenient restroom, whichever is longer, within each four (4) consecutive hours of work. Employees who work six (6) or more consecutive hours in a workday must also be provided an unpaid, off-duty, uninterrupted meal period of at least thirty (30) minutes. Employees must be completely relieved of all duties during meal periods and rest breaks, may not work "off the clock," and must immediately notify Human Resources, supervisor or recruiter if they are unable to take a timely, complete rest break or meal period, or if they believe they are being pressured or coerced to forego any portion of one.

**Washington Meal Period & Rest Break Policy:** Washington-based employees are entitled to meal periods and rest breaks in accordance with state law and Company policy. Employees who work at least four hours per workday are entitled to one paid 10-minute rest break for every four hours worked, taken as close as practical to the middle of each four hour work period and never after more than three consecutive hours without a rest break. Unless otherwise instructed, rest breaks are self-directed and unscheduled and may be taken as time allows on either a continuous or intermittent basis (e.g., two to three "mini" breaks totaling ten (10) minutes). Employees must take these rest breaks, are prohibited from working during them, and do not need to clock out for them. Employees who work more than five consecutive hours are entitled to an unpaid, off-duty, uninterrupted 30-minute meal period that generally must begin no earlier than two hours and no later than five hours after the start of the shift. Additional meal periods are required for each five consecutive hours worked (i.e., within 5 hours of the end of the prior meal period), and for qualifying overtime (i.e., 3 or more hours longer than their normal workday). Any decision to waive, shorten, or alter the timing of a meal period must be voluntary and permitted under Washington law and Company policy. Employees must be fully relieved of all duties during rest breaks and meal periods, must not work off the clock, and must accurately record meal periods. Employees must immediately notify Human Resources, supervisor or recruiter if they believe the nature of their work prevents them from taking a timely or complete rest break or meal period, if they miss a rest break or meal period, or if they feel pressured to skip, shorten, or to not report any missed, interrupted, or noncompliant rest breaks or meal periods, so that they can be properly compensated.