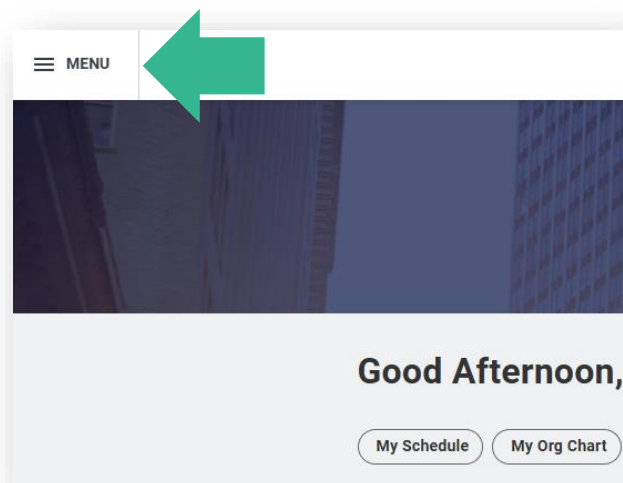


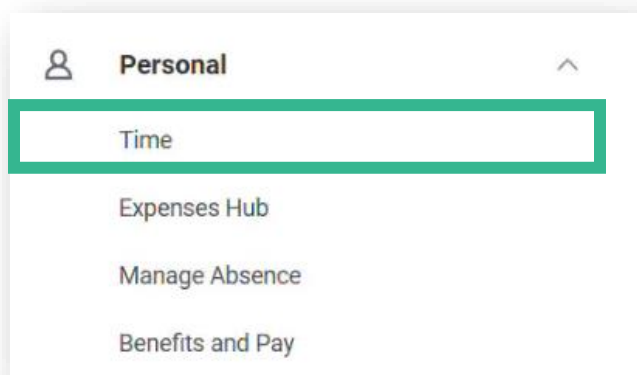
# Entering Time and Submitting Timecards in Workday for California Candidates

**REMINDER:** Always follow the Creative Circle Timekeeping Policy and accurately record all in and out times to the minute. [Timekeeping Policy US Employees](#)

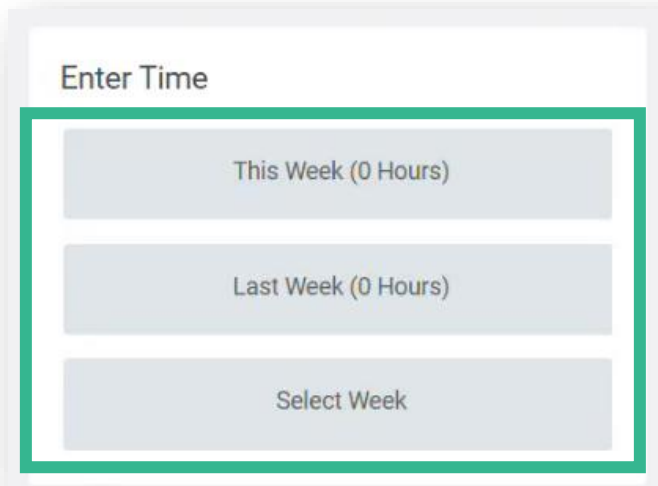
**Step 1:** From the **Workday homepage**, click on **Menu**



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

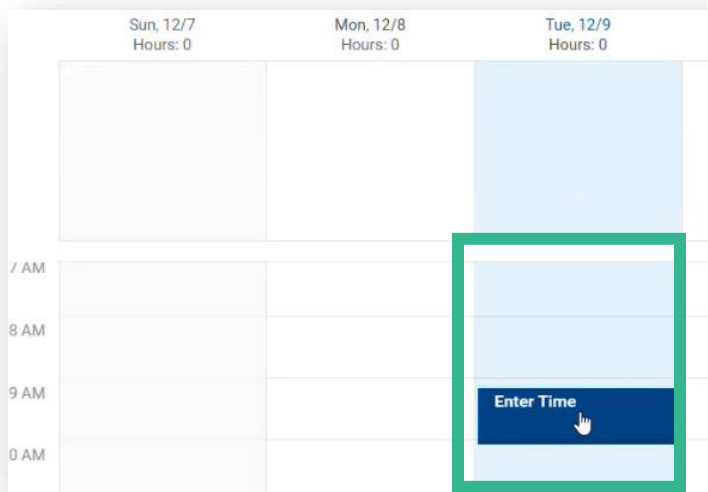


**Step 3:** Under **Enter Time**, select the week you would like to enter your worked time



**Step 4:** Click on the time block you would like to add worked time

**NOTE:** You can also edit any time that hasn't been submitted yet



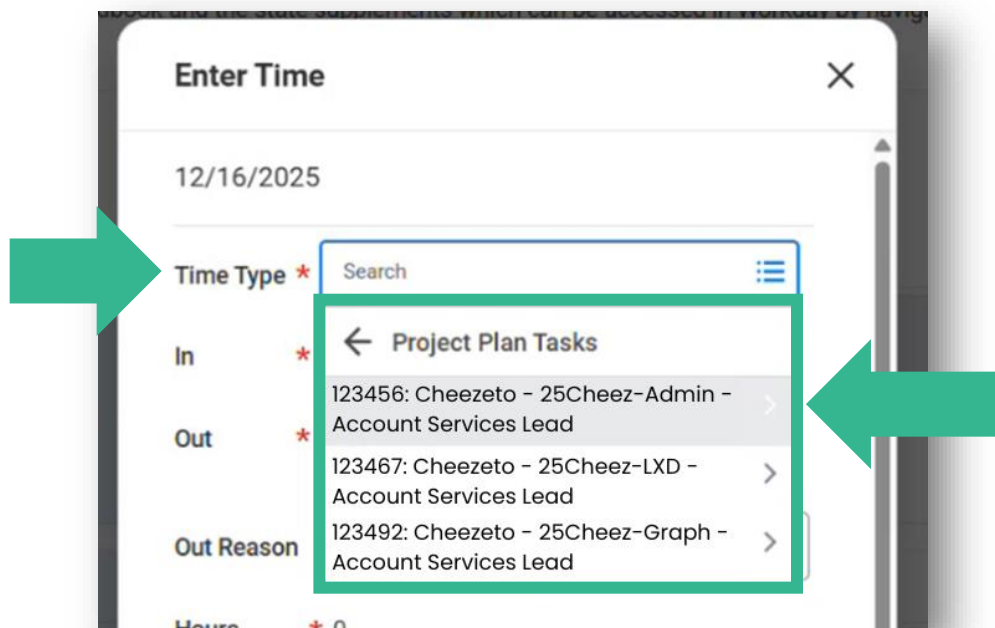
## Step 5: Select your **Time Type**

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

### The Project Plan Tasks are broken down by:

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

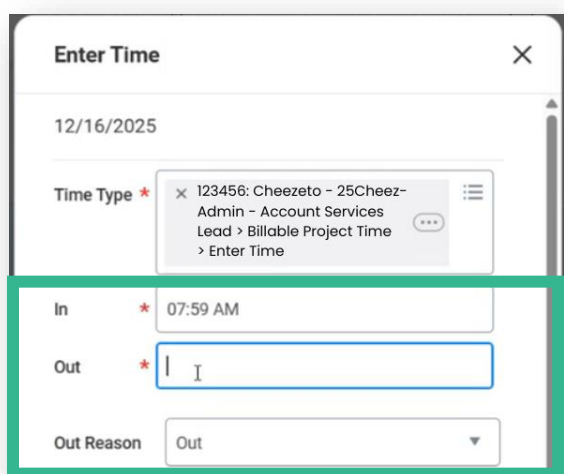
**Example:** *123456: Cheezeto - 25Cheez - Admin - Account Services Lead*



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

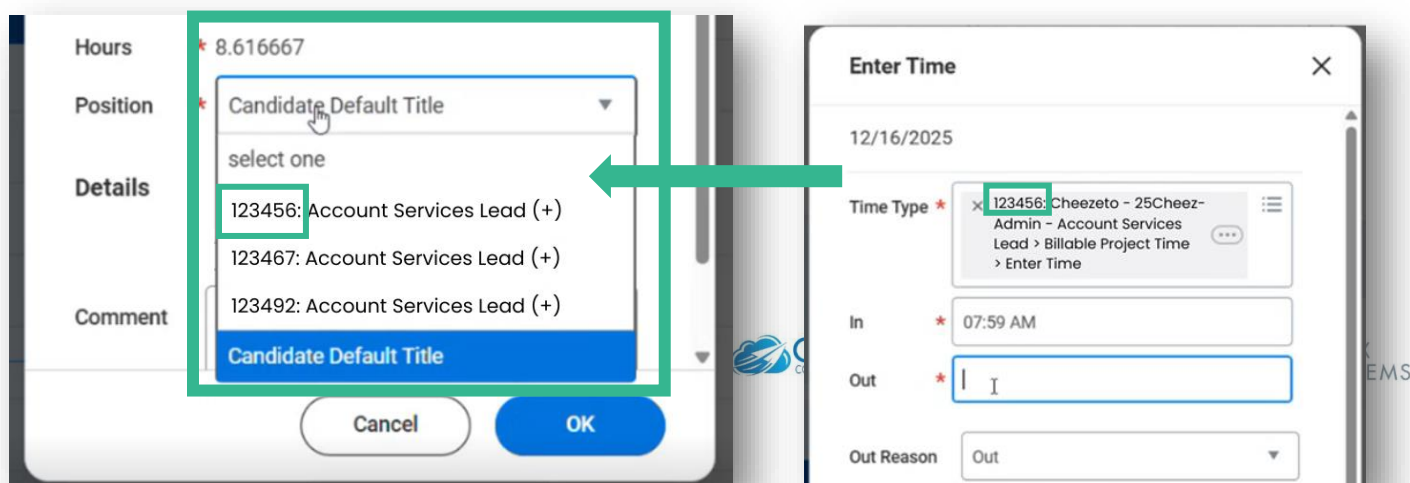
1. **In:** Enter your exact **Start time** (to the minute)
2. **Out:** Enter your exact **Stop time** (to the minute)
3. **Out Reason:** Select **Meal** if taking your meal break or **Out** if ending work for the day

**California Meal Breaks Policy:** California-based candidates must take an uninterrupted, duty-free, unpaid meal period of at least 30 minutes each day where you work more than five hours. You must take another unpaid, off-duty and uninterrupted meal period of at least 30 minutes when you work more than ten hours. The first meal period must begin no later than before the end of the fifth hour of work



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

1. **Position:** select the position you are entering time for  
**NOTE:** The first series of numbers represents your Assignment ID and should match the one selected for Time Type.
2. Click **OK** to save the time block



**Step 8:** California candidates must attest "**Yes**" or "**No**" to meal and rest breaks to confirm whether the company provided all required breaks, as mandated by state law.

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

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

**Step 9:** Click **OK** to save the time block you entered

Details

Rest Breaks : Were you provided with all required Rest Breaks? I certify under penalty of perjury that:

x Yes, the company provided me with the rest breaks to which I am entitled on this work day or I voluntarily chose to skip, shorten or delay the provided break(s) as permitted.

California Meal: Were you provided with all required Meal Breaks? I certify under penalty of perjury that:

x Yes, the company provided me the meal breaks to which I am entitled for this workday or I voluntarily chose to skip, shorten or delay the provided break(s) as permitted.

Comment

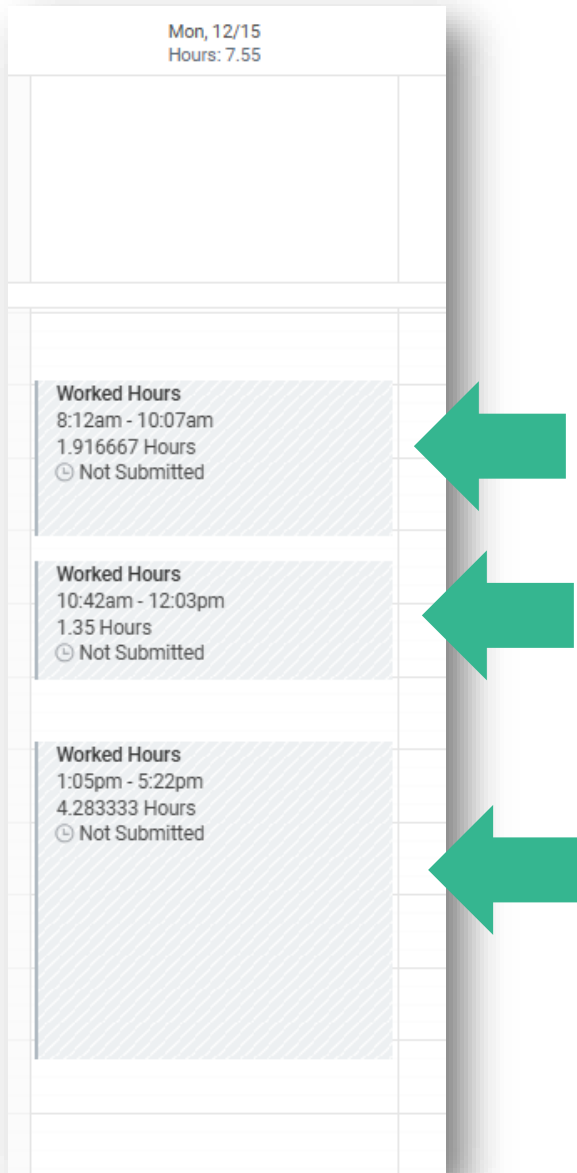
Cancel

OK



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

**NOTE:** Workday does **not** automatically account for breaks or lunch. You must enter a **separate time block for each period you actually work.**

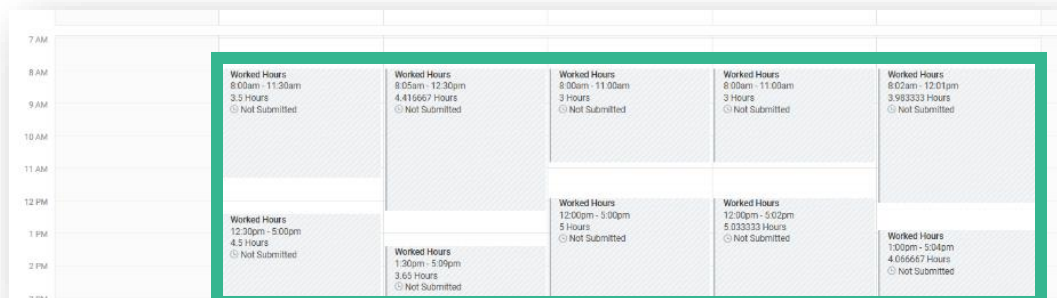


Mon, 12/15  
Hours: 7.55

<p><b>Worked Hours</b> 8:12am - 10:07am 1.916667 Hours ⌚ Not Submitted</p>	←
<p><b>Worked Hours</b> 10:42am - 12:03pm 1.35 Hours ⌚ Not Submitted</p>	←
<p><b>Worked Hours</b> 1:05pm - 5:22pm 4.283333 Hours ⌚ Not Submitted</p>	←

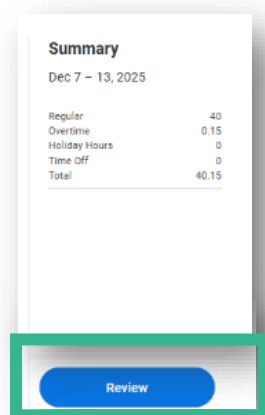
## Submitting Time for Approval:

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



Time	Dec 7	Dec 8	Dec 9	Dec 10	Dec 11
8:00am - 11:30am	3.5 Hours Not Submitted	4.416667 Hours Not Submitted	3 Hours Not Submitted	3 Hours Not Submitted	3.983333 Hours Not Submitted
12:30pm - 5:00pm	4.5 Hours Not Submitted	3.65 Hours Not Submitted	5 Hours Not Submitted	5.033333 Hours Not Submitted	4.066667 Hours Not Submitted

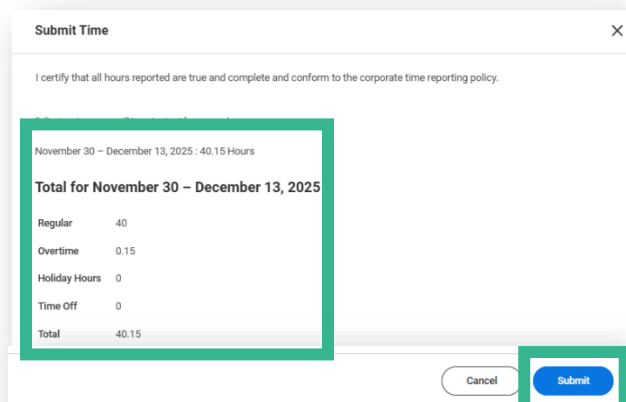
**Step 2:** After your time has been logged and reflects accurately, click **Review** in the bottom right corner



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 hours** for the work week and click **Submit**. The timecard will now be sent to your client for approval.



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**