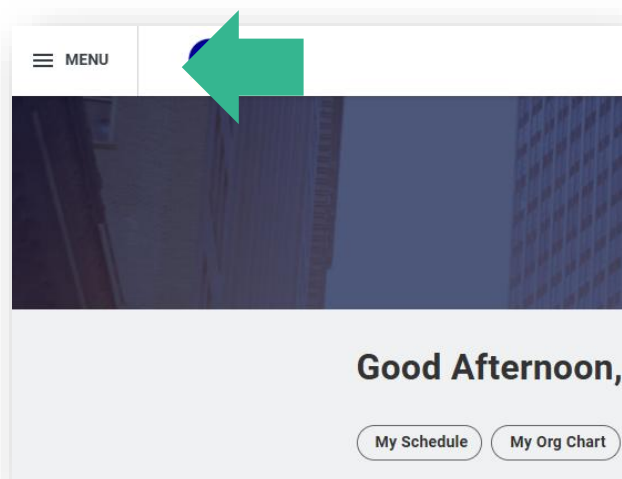


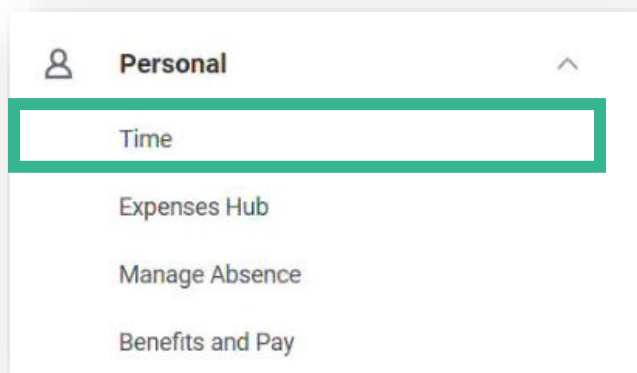
# Entering Time and Submitting Timecards in Workday for Non California Candidates

**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**

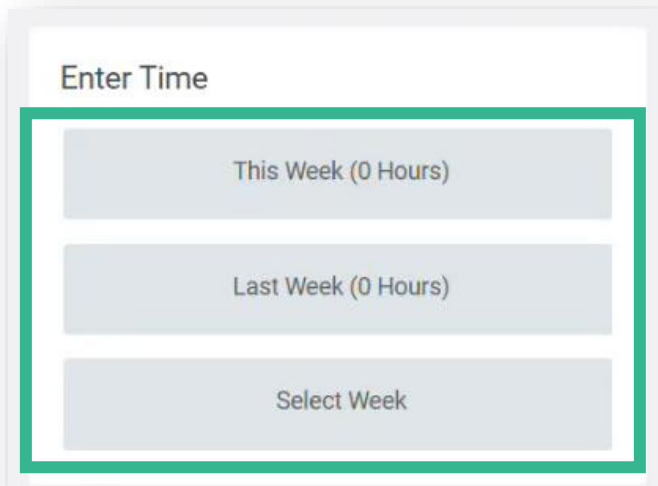


**Step 2:** From the **Menu**, click on the **Personal dropdown** and select **Time**





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



Enter Time

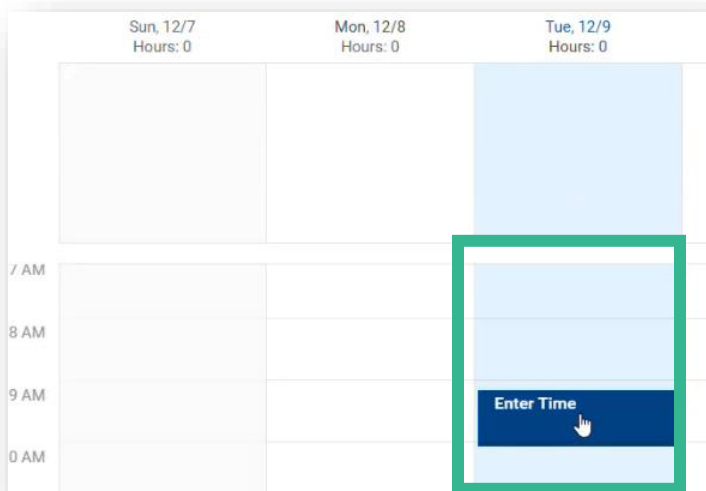
This Week (0 Hours)

Last Week (0 Hours)

Select Week

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

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



	Sun, 12/7 Hours: 0	Mon, 12/8 Hours: 0	Tue, 12/9 Hours: 0
7 AM			
8 AM			
9 AM			Enter Time
10 AM			



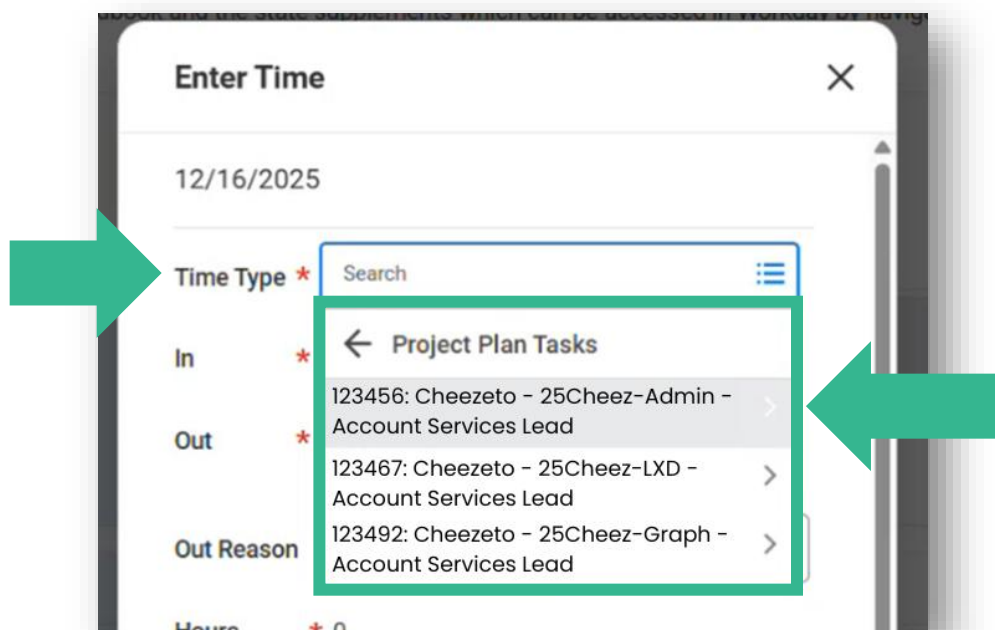
## Step 5: Select your **Time Type**

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*

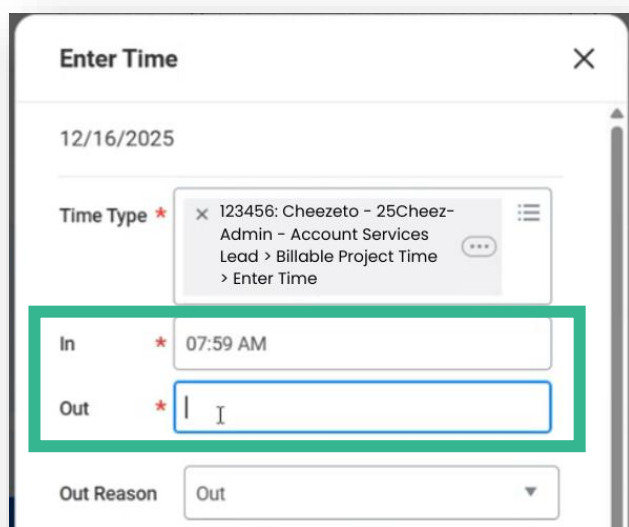




## Step 6: Enter your time worked for that project

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

**NOTE:** Out Reason will always default to Out



**Enter Time**

12/16/2025

Time Type \* 123456: Cheezeto - 25Cheez-Admin - Account Services Lead > Billable Project Time > Enter Time

In \* 07:59 AM

Out \* | I

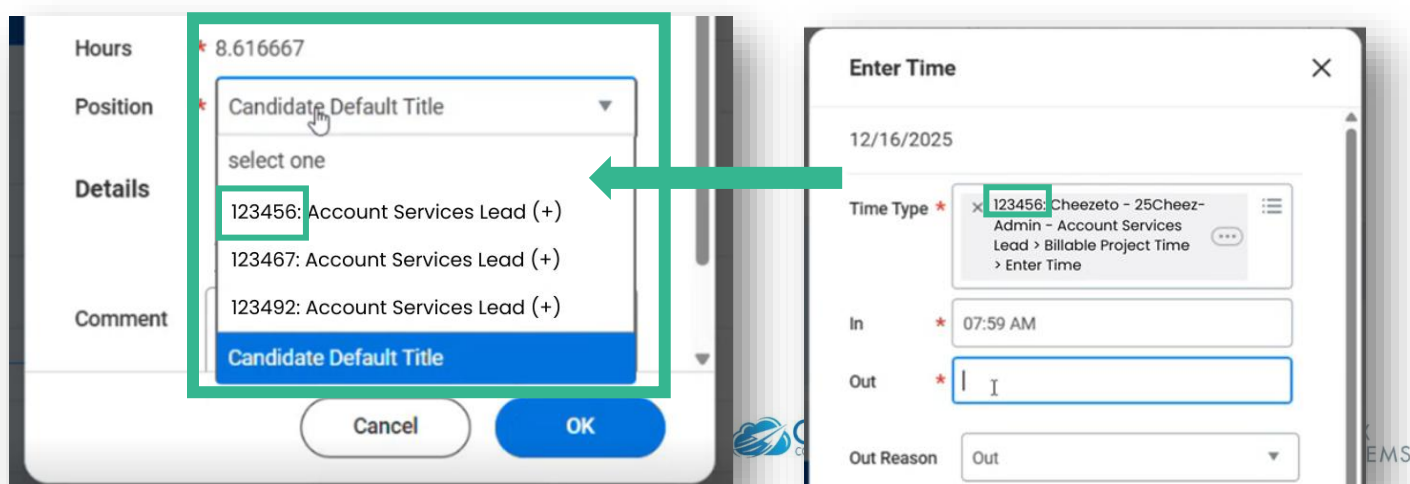
Out Reason Out

## 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



**Enter Time**

12/16/2025

Time Type \* 123456: Cheezeto - 25Cheez-Admin - Account Services Lead > Billable Project Time > Enter Time

In \* 07:59 AM

Out \* | I

Out Reason Out

Hours \* 8.616667

Position \* Candidate Default Title

select one

123456: Account Services Lead (+)

123467: Account Services Lead (+)

123492: Account Services Lead (+)

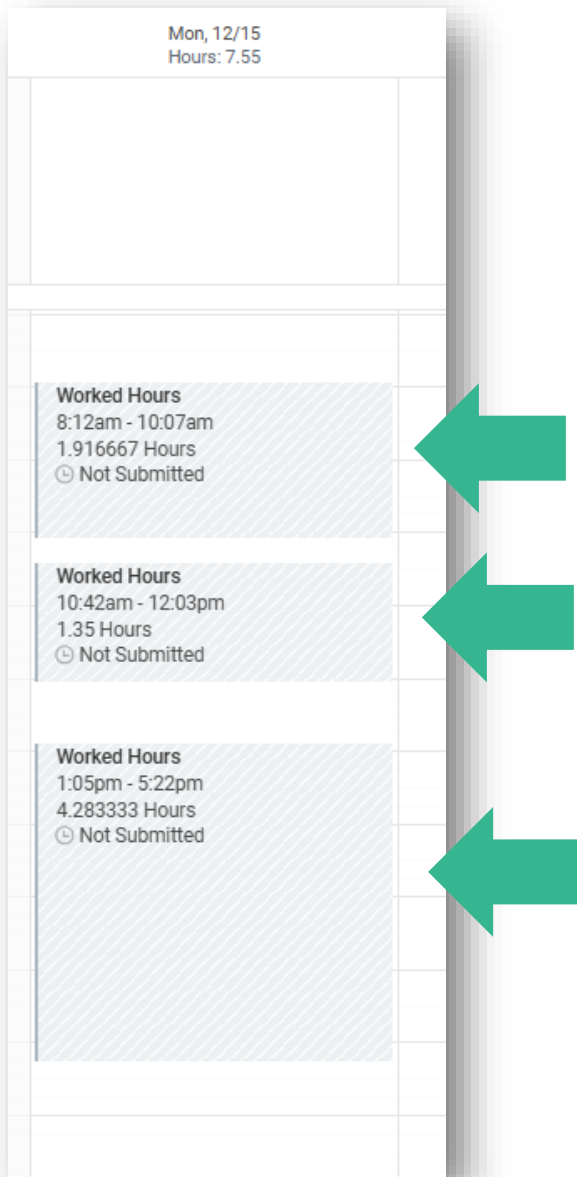
Candidate Default Title

Cancel OK



## Repeat Steps 5-7 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.**



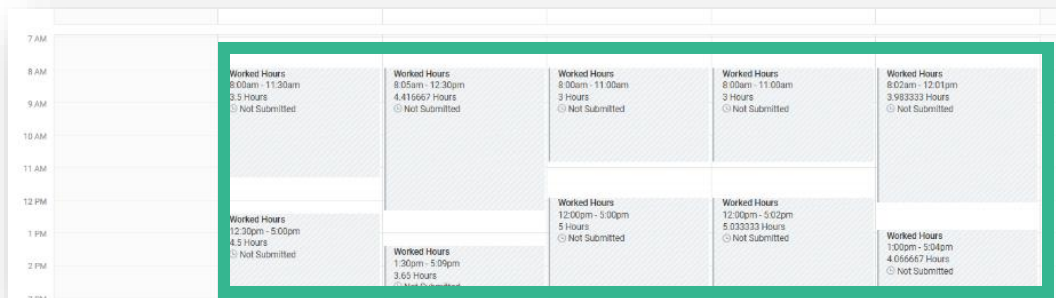
Mon, 12/15  
Hours: 7.55

<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>	←



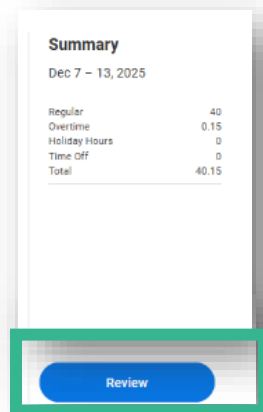
## Submitting Time for Approval:

**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 Slot	Worked Hours	Status
8:00am - 11:30am	3.5 Hours	Not Submitted
8:05am - 12:30pm	4.416667 Hours	Not Submitted
8:00am - 11:00am	3 Hours	Not Submitted
8:00am - 11:00am	3 Hours	Not Submitted
8:00am - 12:01pm	3.983333 Hours	Not Submitted
12:30pm - 5:00pm	4.5 Hours	Not Submitted
1:30pm - 5:00pm	3.65 Hours	Not Submitted
12:00pm - 5:00pm	5 Hours	Not Submitted
12:00pm - 5:02pm	5.033333 Hours	Not Submitted
1:00pm - 5:04pm	4.055556 Hours	Not Submitted

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

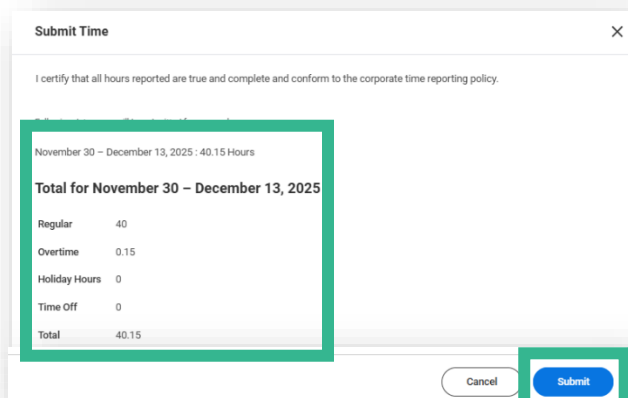


**Summary**  
Dec 7 - 13, 2025

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**