View Entered Time

For workers who view their worked time entries

Quick Reference Guide

View Entered Time:
Whether you use the web clock or a time clock swiping device, you may want to check your clock data for accuracy. The Time worklet provides several options to display time such as through a report or calendar view of your clock data.

Within the Time worklet you can review time under the “Enter Time” column and selecting the date range, or through the Time Clock History report under the “View” column. Both areas display Unmatched and Matched Clock Events. These events are simply an indicator that informs the worker that every clock event must be paired with a corresponding clock event. For example; anytime an employee clicks “Check-in”, there should always be a matching “Check-out” clock event. When these clock events are unpaired, they will display under the Unmatched Clock Events section.

To view entered time in the calendar format:

1. Select the Time Worklet.
2. Under “Enter Time”, choose from one of the following options:
   a. This Week: use this option to display the clock data entered for the current week
   b. Last Week: use this option to display the clock data entered from the previous week
   c. Select Week: use this option to display the clock data entered from any week by selecting a date from the calendar screen.

Information needed
- CNET ID
- Password
- Workday website
- Date of entered time

Keep in mind
- Time blocks are segmented slots on the calendar that display information about your clock data.
- The calendar displays time into two sections on the screen: the first section of the screen will display any automatic lunches, vacation, sick, and holiday hours. It also displays the time period, pay dates, and any adjustments for rounding.
- The bottom section of the screen will display the time blocks of worked time that has been clocked in.
- You can click on each individual time block to review details for that specific day. Each time block will list the status, reported quantity, time entry code, as well as the time stamp of the clock data.
3. Once the respective time frame has been selected, your entered time appears as a time block.
**Time Blocks**

The following table will help define what each time block represents:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Time block has been submitted to the time approver</td>
<td>Submitted</td>
</tr>
<tr>
<td>Not Submitted</td>
<td>Time block has been created but not submitted to time approver</td>
<td>Not Submitted</td>
</tr>
<tr>
<td>Needs Attention</td>
<td>Time block needs attention; usually displayed in cases of unmatched time blocks</td>
<td>Needs Attention</td>
</tr>
<tr>
<td>Approved</td>
<td>Time block has been approved by time approver</td>
<td>Approved</td>
</tr>
</tbody>
</table>

The following graphic illustrates the calendar displayed when reviewing entered time.
You can click on each individual time block to review details for that specific day. Each time block will list the status, reported quantity, time entry code, as well as the time stamp of the clock data.

### Time Block: 0.53333 Hours on 01/02/2018

<table>
<thead>
<tr>
<th>Time Entry Code</th>
<th>In</th>
<th>Out</th>
<th>Clock Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked Time</td>
<td>01/02/2018 10:55 AM GMT-06:00 Central Time (Chicago)</td>
<td>01/02/2018 11:27 AM GMT-06:00 Central Time (Chicago)</td>
<td>Tim Block - 11:27 AM - Meal</td>
</tr>
</tbody>
</table>

**Reported Quantity:** 0.53333 Hours

**Position:** P9052288 test_job_title - Tim Block

**Source:** Time Clock Events

**Comment:** (empty)

---

**Note:** For workers with multiple positions, the position you clocked into can be visible by clicking into the individual time block.