


Week Breaker Time Entry

USER GUIDE

INTRODUCTION

If you are working on a Saturday night and it goes into Sunday, follow this job aid to enter your time.

ENTER TIME USING THE TIME BLOCK

1. Click on the Menu icon and find the **Time** Application. 
2. Go to the **Time Clock** section.
3. Click on a time block on the calendar to enter time.
4. Using this example, if you started at 9pm on Saturday night, you need to check out at Midnight- even if you worked longer.

Enter Time 12/17/2022

Status Not Submitted

Time Type *

In *

Out *

(next day)

Out Reason *

Hours 3

Then on Sunday, you would enter your time for 12am until you finished that day.

Enter Time 12/18/2022

Time Type *


In *

Out *

Out Reason *

Hours * 5

ENTER TIME USING CHECK IN / CHECK OUT

1. Click on the Menu icon and find the **Time** Application. 
2. Go to the **Time Clock** section.
3. Click **Check In**. If your hours go past midnight on Saturday when using the Check In button your hours will continue to roll into Sunday.
4. Once done for the day, click **Check Out**.

Time Clock



Note: Workday will automatically factor those hours that went into Sunday, back to the previous week.

Dec 11 – 17, 2022

Regular	8
Overtime	0
On Call	0
Holiday	0
Time Off	0
Banked Comp Time	0
Total	8