

How to Submit a Biweekly Timesheet

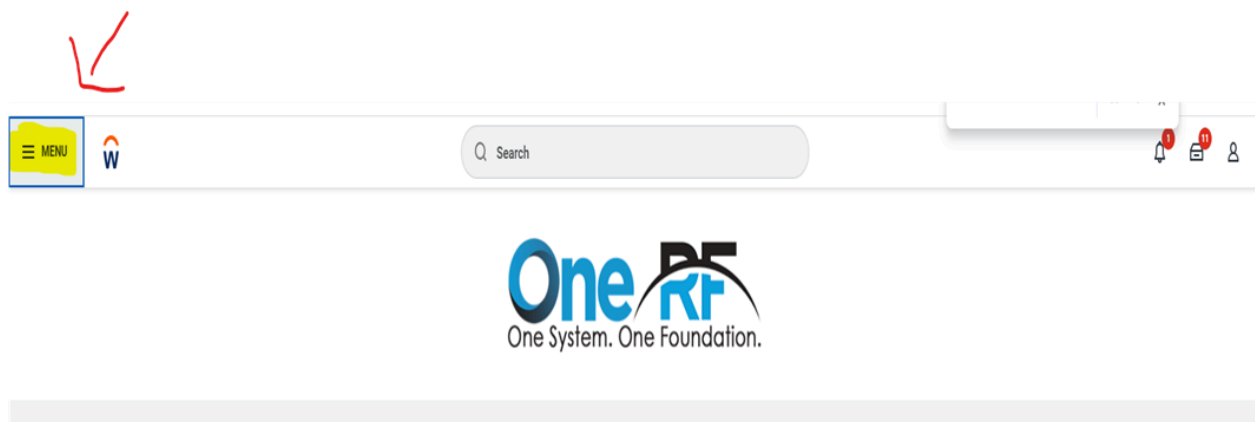
Step 1: Log in to Workday

Go to: <https://wd108.myworkday.com/rfcuny/d/home.html>

Use your **User ID** (your RFCUNY email: *firstname.lastname@rfcuny.org*) and **password**.

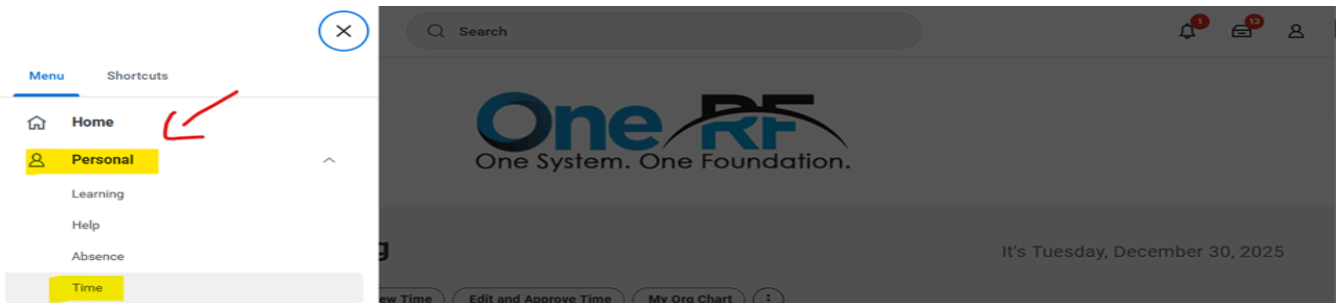
Step 2: Open the Menu

On the **upper left-hand side** of the screen, click “Menu.”



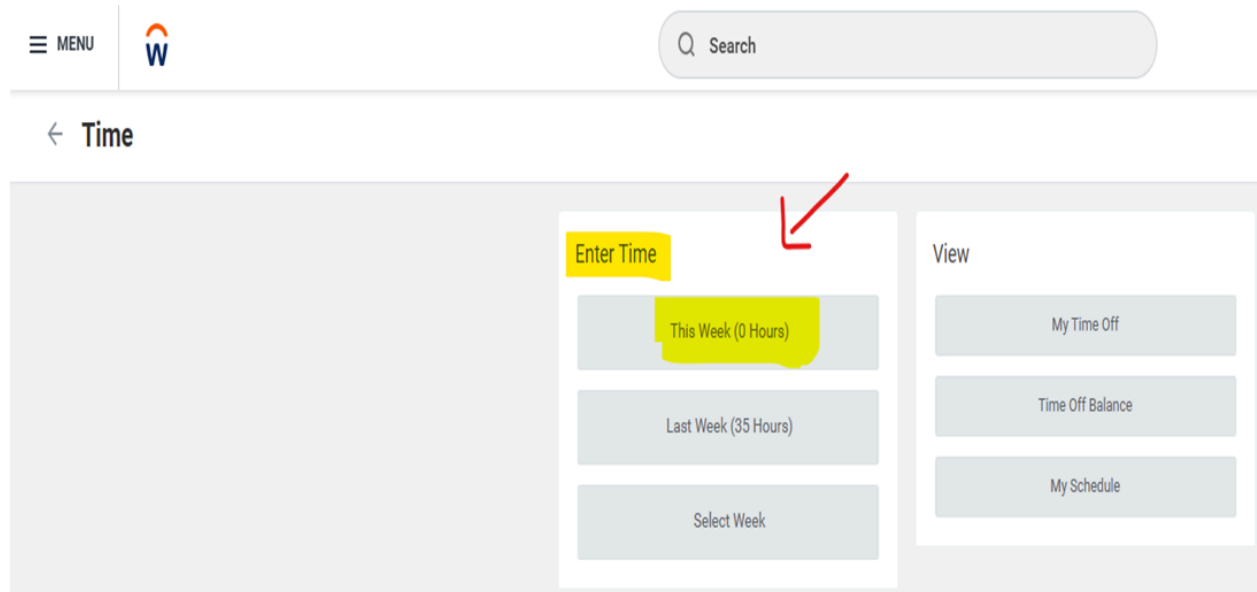
Step 3: Select Time

Under the “Personal” tab, select “Time.”



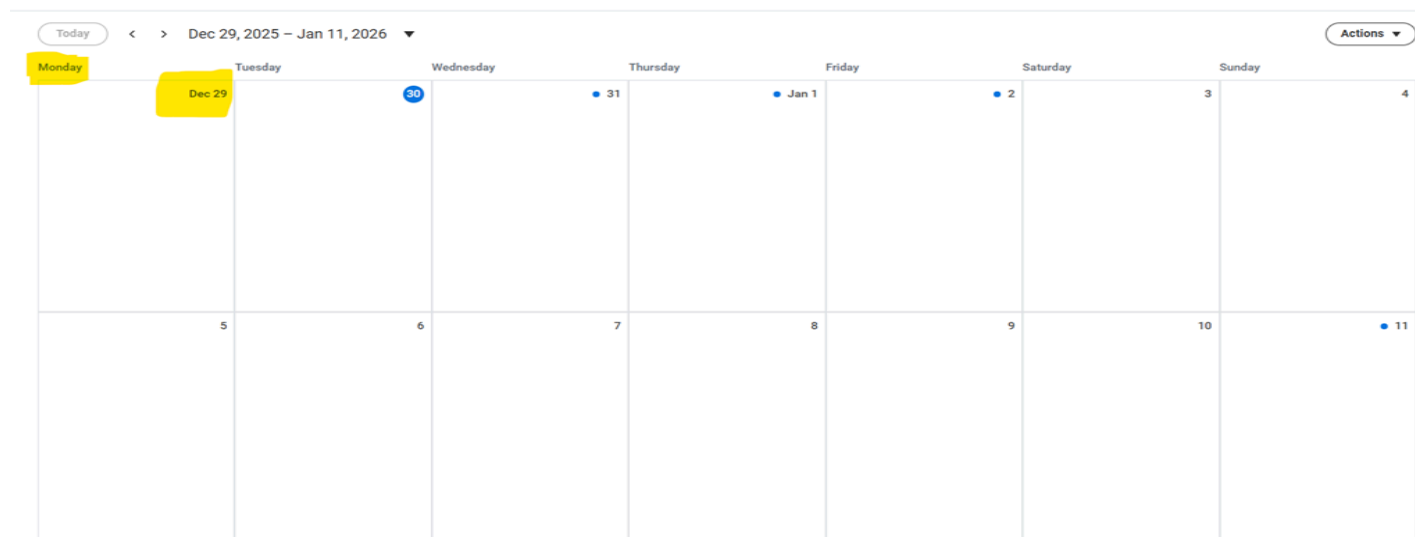
Step 4: Choose the Week

The “Enter Time” window will appear. Select “**This Week.**”



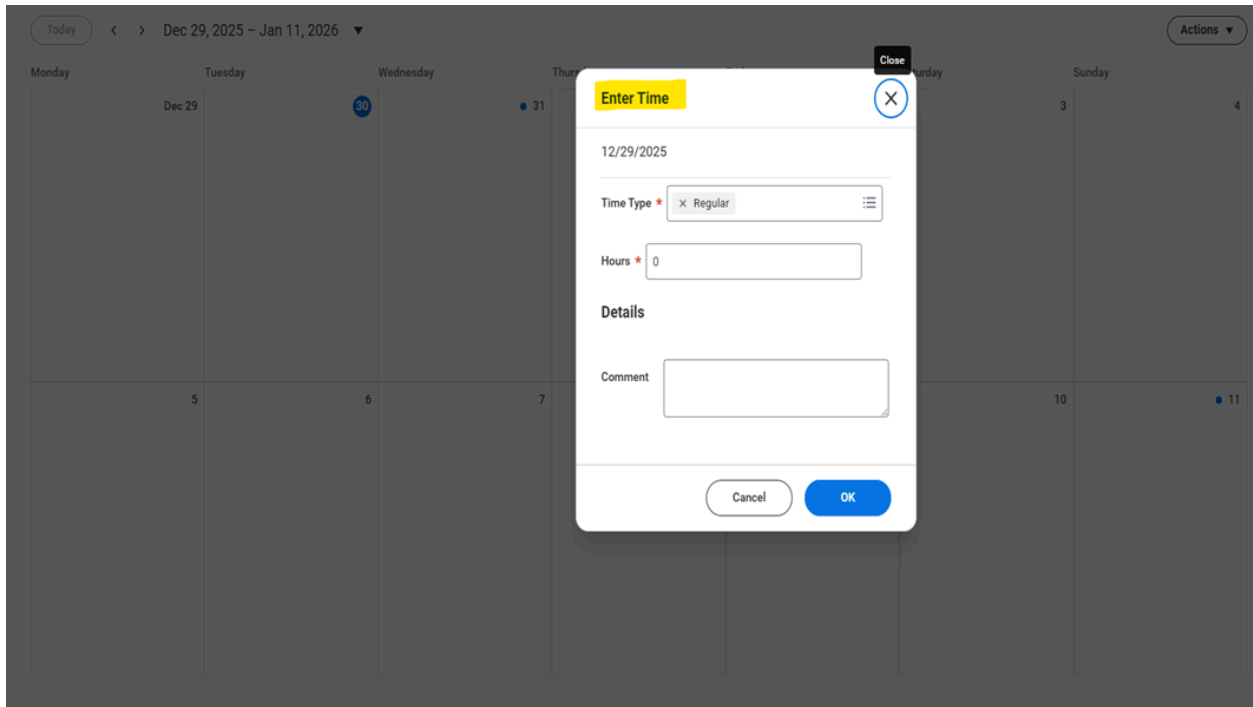
Step 5: Select Start Date

A calendar window will appear. Click the **highlighted date**.
Example: **Monday, December 29, 2025** (start of the week).



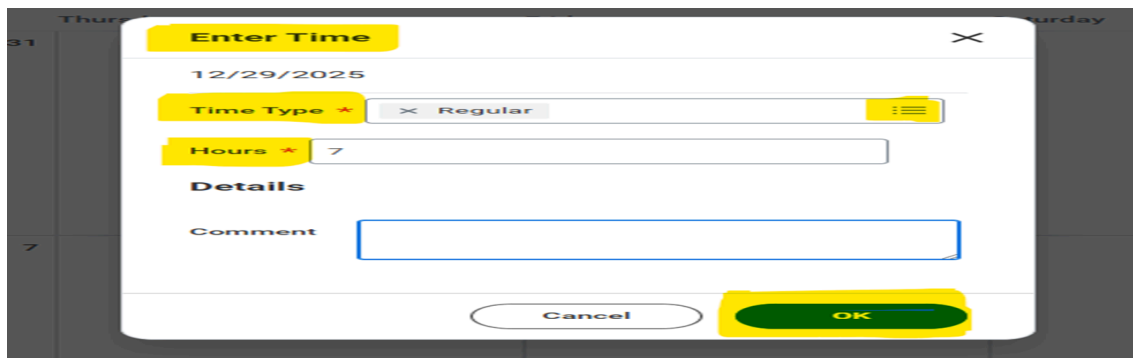
Step 6: Enter Time

An “Enter Time” window will appear when you click on **Monday Decemeber 29,2025**.



Step 7: Enter Work Hours

1. Select “**Time Type**” from the drop-down menu and choose “**Regular**” (normal work schedule).
2. Enter “**Hours**”worked for that day.
3. Optional: Add comments in the “**Comments**” section if needed.
4. Click “**OK.**”



Step 8: Repeat for All Dates

After clicking “OK,” return to the calendar screen. Repeat this process for all dates worked during the pay period: **December 29, 2025 – January 11, 2026.**

The screenshot shows the 'Enter Time' interface for user Samantha Molina. The calendar displays the period from Monday, Dec 29, 2025, to Sunday, Jan 11, 2026. On Monday, Dec 29, a 'Regular' time entry for 7 hours is entered. Other dates (Dec 30, Jan 1, Jan 2, Jan 11) have blue dots indicating time entries. The interface includes a menu, search bar, and an 'Actions' dropdown.

Step 9: Review Summary

All entered hours will appear in **gray**. On the right side of the screen, you will see the “**Summary**” which shows how your total hours are calculated. If everything is accurate, click “**Review**” to review the information.

The screenshot shows the 'Enter Time' interface with the 'Summary' panel on the right. The calendar displays the period from Monday, Dec 29, 2025, to Sunday, Jan 11, 2026. All entered hours are shown in gray. The 'Summary' panel on the right shows a breakdown of hours:

Summary	
Dec 29, 2025 – Jan 11, 2026	
Regular	49
Regular +	0
Over Scheduled Weekly Hours	0
Annual Leave	0
Sick Leave	0
Other Time Offs	0
Unpaid FMLA Time Off	0
Training / Other Authorized Hours	0
Holiday	21
FLSA Exempt Hours	0
Overtime	0
Total Hours	70

A red arrow points to the 'Review' button at the bottom right.

Step 10: Submit Timesheet

A “**Submit Time**” box will appear showing total hours and supporting details. If accurate, click “**Submit**.”

The screenshot shows the 'Submit Time' modal in a web application. The modal is titled 'Submit Time' and contains a summary of the timesheet data for the period from December 29, 2025, to January 11, 2026. The data is as follows:

Total for December 29, 2025 – January 11, 2026	
Regular	49
Regular +	0
Over Scheduled Weekly Hours	0
Annual Leave	0
Sick Leave	0
Other Time Offs	0
Unpaid FMLA Time Off	0
Training / Other Authorized Hours	0
Holiday	21
FLSA Exempt Hours	0
Overtime	0
Total Hours	70

At the bottom of the modal, there are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

Step 11: Confirmation

A pop-up window will appear confirming “**You have submitted.**” Your timesheet is now waiting for your supervisor’s **PI approval**. Repeat this process for each week of the timesheet period. You have now completed the timesheet submission process.

The screenshot shows the 'You have submitted' confirmation screen. The screen displays a green checkmark icon and the text 'Process Successfully Completed'. Below this, there is a link to 'Details and Process'. On the right side, there is a section titled 'Do Another' with two links: 'Enter My Time - High Volume (Delegation)' and 'Enter Time for Worker - High Volume (Delegation)'. At the bottom of the screen, there is a blue button labeled 'Done'.