

How to Submit a Biweekly Timesheet

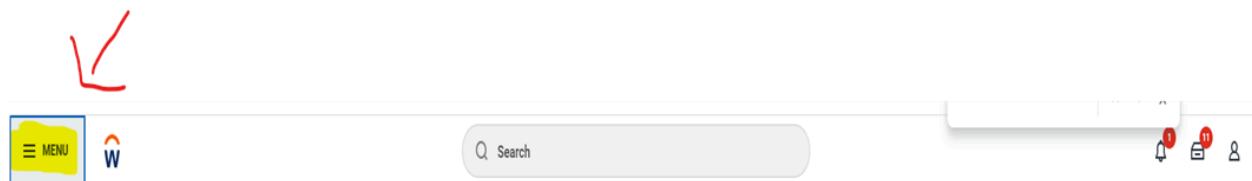
Step 1: Log in to Workday

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

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

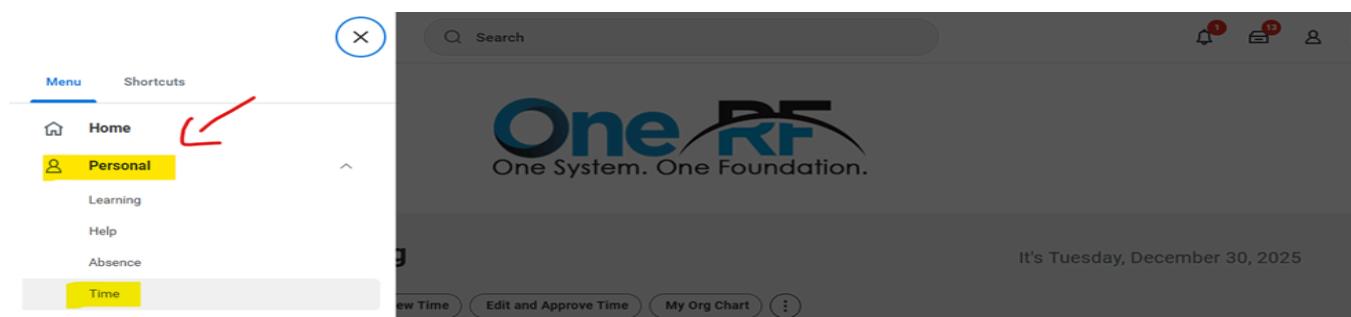
Step 2: Open the Menu

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



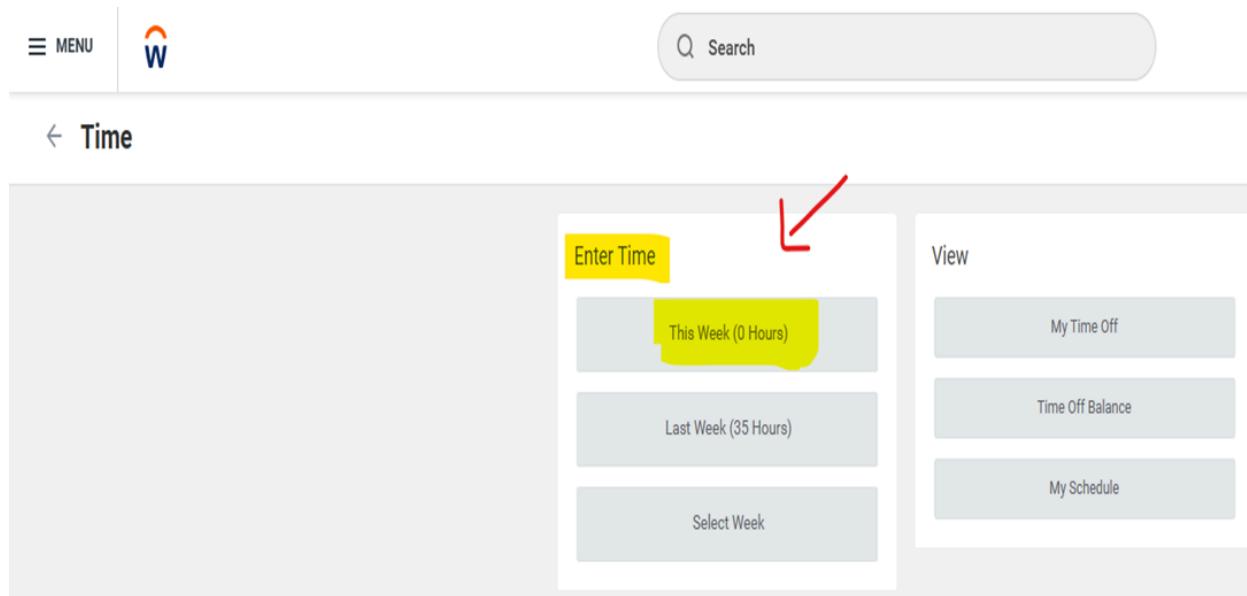
Step 3: Select Time

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



Step 4: Choose the Week

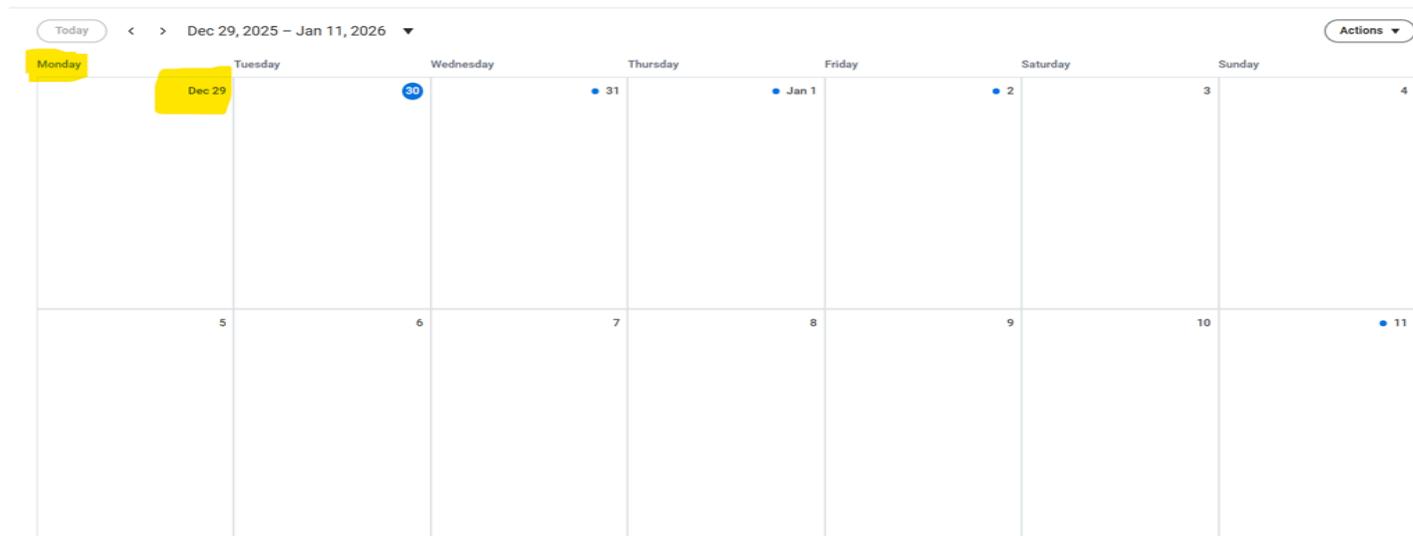
The “Enter Time” window will appear. Select “This Week.”



Step 5: Select Start Date

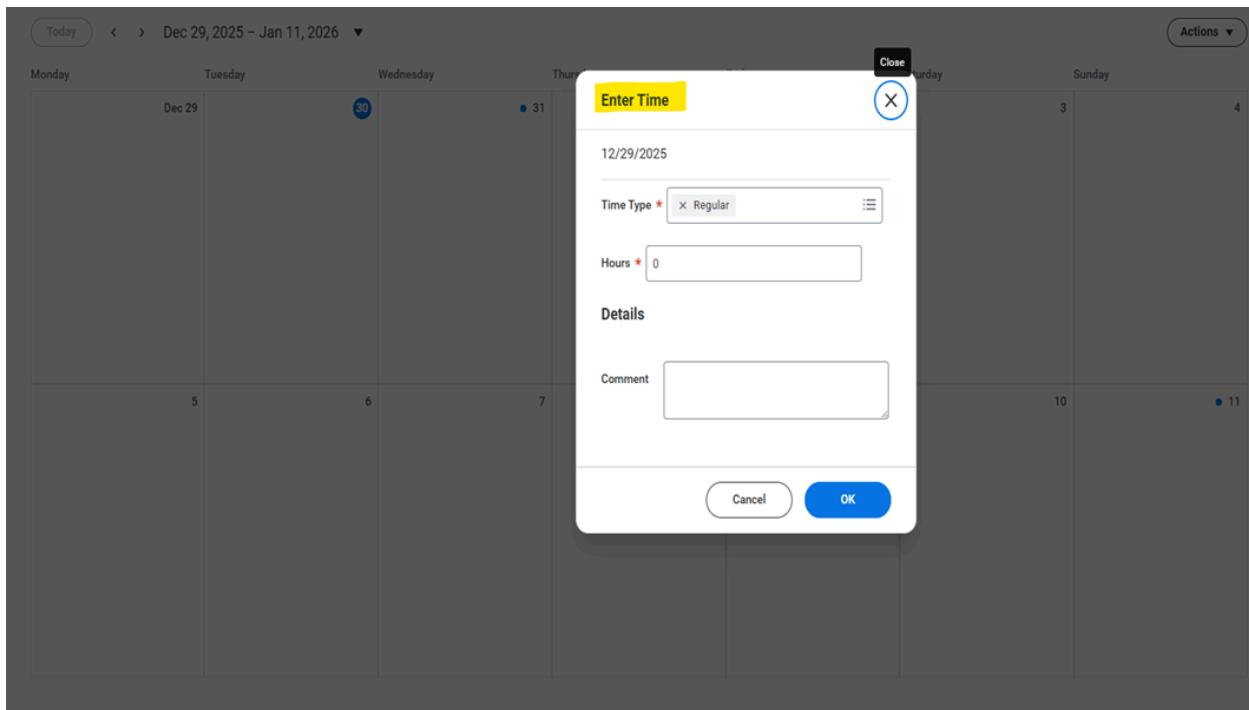
A calendar window will appear. Click the **highlighted date**.

Example: **Monday, December 29, 2025** (start of the week).



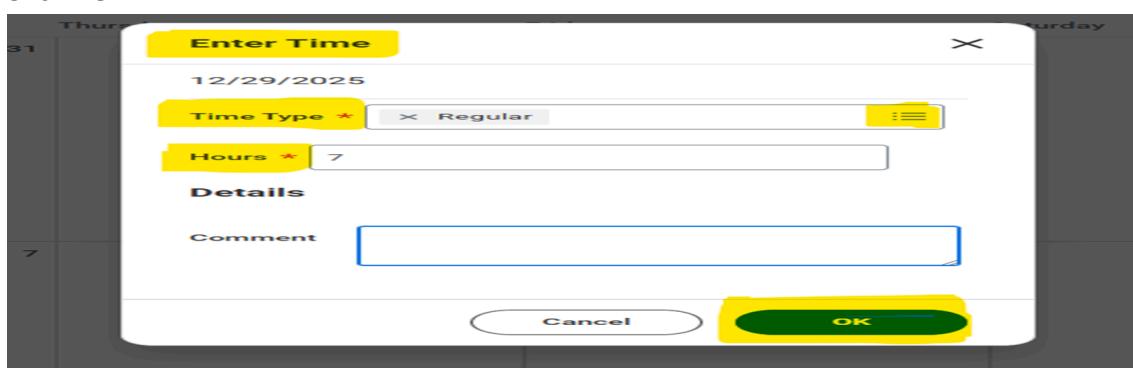
Step 6: Enter Time

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



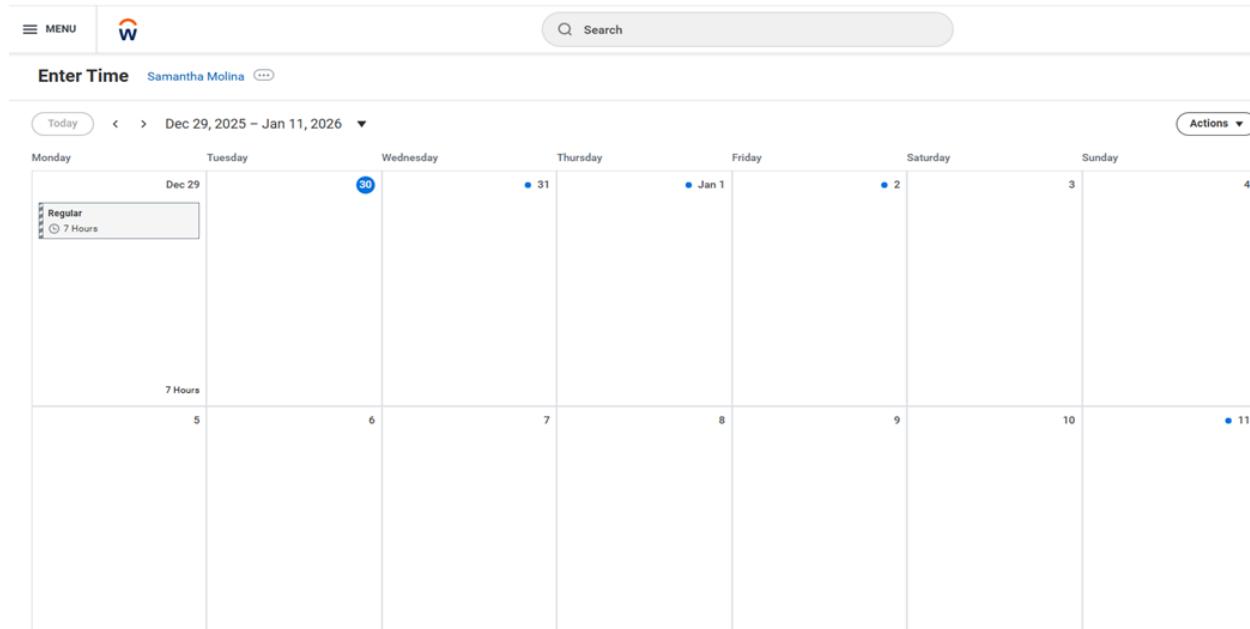
Step 7: Enter Work Hours

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

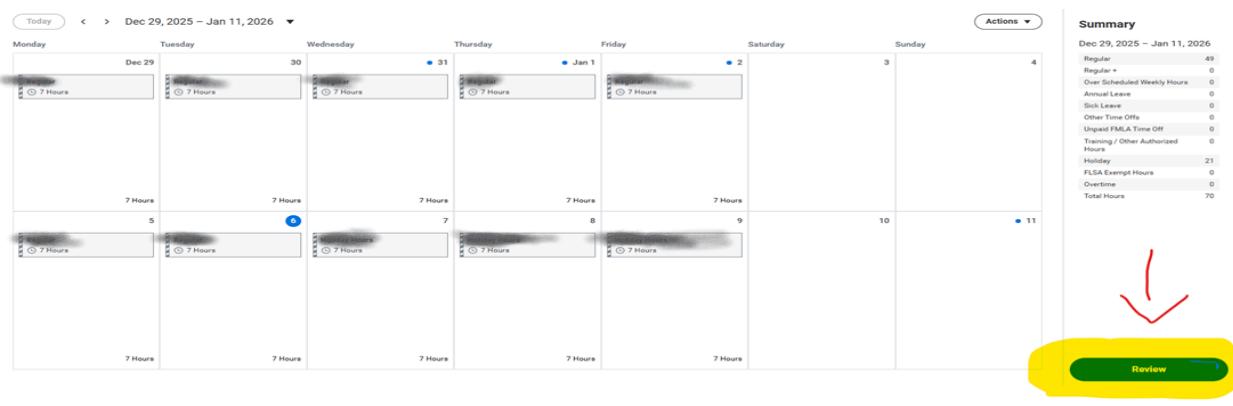
After clicking “OK,” return to the calendar screen. Repeat this process for all dates worked during the pay period: **December 29, 2025 – January 11, 2026**.



The screenshot shows a weekly calendar from December 29, 2025, to January 11, 2026. The Monday entry for December 29 is highlighted with a gray box and labeled "Regular 7 Hours". The "Actions" button is visible in the top right corner.

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 same weekly calendar as before, but now with all days showing "7 Hours" in gray boxes. To the right is a summary table for the pay period Dec 29, 2025 – Jan 11, 2026. The table details the breakdown of hours:

Category	Hours
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 of the summary table.

Step 10: Submit Timesheet

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

Enter Time Samantha Molina

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

December 29, 2025 – January 11, 2026 : 70 Hours

Total for December 29, 2025 – January 11, 2026

	Hours
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

Cancel **Submit**

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.

