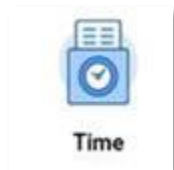


## How to Record Wellness Time in Workday

1. Click on **Time** Application.



2. Under **Enter Time**, select **This Week**.

Enter Time

This Week (20 Hours)

3. Click on the current day at the start time required. (Cannot be a future date.)
4. For **Time Type**, select **Wellness** in the drop down.

Enter Time 11/16/2022

Time Type \* Wellness ...

In \* ☐ Regular

Out ☐ Professional Development

Out Reason ☒ Wellness

Hours \* ☐ Paid Class Time

☐ Convert Overtime to Comp Time

☐ All College Day

Details

Comment \*

5. Enter your **In** and **Out** time, and a comment in the **Comment** box. Press **OK** to submit.