

# VNDLY Training

## Completing Timesheets

### *Digital Services Contingent Workers*

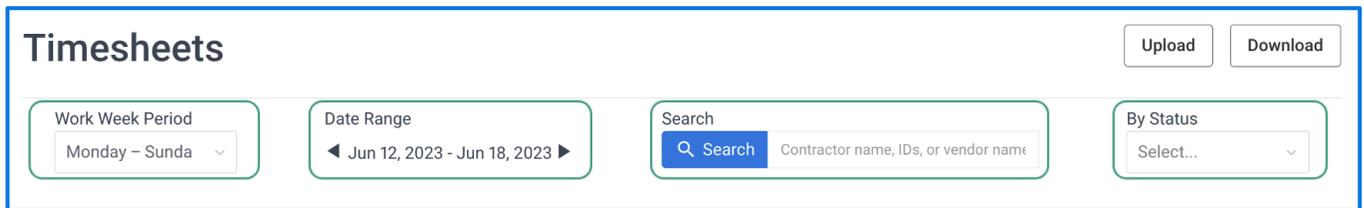
This quick reference guide will provide the steps necessary to create timesheets in Workday VNDLY. This guide covers how to:

- Locate a timesheet.
- Complete a Summary timesheet.

For Digital Services contingent workers who utilize Planview, there is an automatic integration of time into VNDLY. It is the responsibility of both the contractor AND the leader to ensure all time is entered and allocated correctly within Planview weekly. Leaders are expected to review and approve timesheets by Tuesday at 5:00 p.m.

### Locate Timesheet

1. Navigate to **Timesheets > Summary**.
2. Use the following filters to locate the timesheet:
  - a. Use the pull-down menu to select a **Work Week Period**.
  - b. Use the arrows to select a **Date Range**.
  - c. In the Search bar, enter a **contractor's name or ID**
  - d. Use the pull-down menu to choose a **Status**.



The screenshot shows the 'Timesheets' filter interface. At the top right are 'Upload' and 'Download' buttons. Below are four filter sections: 'Work Week Period' with a dropdown menu showing 'Monday - Sunda'; 'Date Range' with a date range of 'Jun 12, 2023 - Jun 18, 2023' and navigation arrows; 'Search' with a blue search button and a text input field containing 'Contractor name, IDs, or vendor name'; and 'By Status' with a dropdown menu showing 'Select...'.

3. Select the **Go to Timesheet** button on the appropriate Timesheet.
4. Confirm the timesheet integrated into the appropriate week and hours are allocated for each day.
5. Once confirmed, **“Submit”** timesheet in upper right corner.

### Timesheet Summary

ID: TS0000130

< Mar 23 - 29, 2025 >

Enter Time

Status: Adjusting Contractor: [Brendan O'Connor](#) Vendor: TEKSystems, Inc.

Accounting Code				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Work Type	Cost Center	Project	Capitalization	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28	Mar 29	TOTAL
<a href="#">COREW000211</a> - Digital Services											
REG	CC51000 - Administration - Admitting And Registration	null - null	Select...	0	8	8	8	8	8	0	40.00
TOTAL				0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

+ Add New Row

Total Hours: 40.00 Total Worked: 40.00 Total Non Worked: 0.00