VNDLY Training

Completing Timesheets

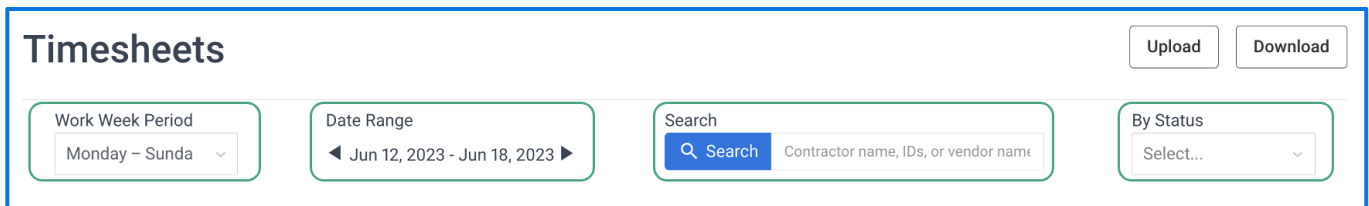*Non-Clinical & Non-Digital Services Contingent Workers*

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.
- Complete a Time In/Out timesheet.
- Complete a Clock and Assign timesheet.
- Complete a timesheet with shifts.

Timesheets must be submitted by contractors to their leaders by 9:00 a.m. the Monday following a work week. 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, ID, or vendor name**.
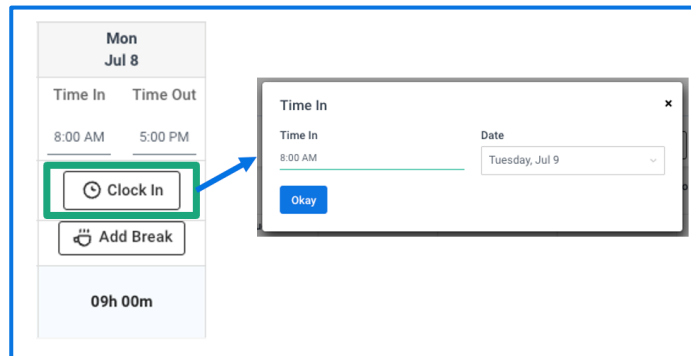
   d. Use the pull-down menu to choose a **Status**.

Timesheets			Upload	Download
Work Week Period	Date Range	Search		By Status
Monday – Sunda ⌄	◀ Jun 12, 2023 - Jun 18, 2023 ▶	🔍 Search Contractor name, IDs, or vendor name		Select... ⌄

3. Select the **Go to Timesheet** button on the appropriate Timesheet.

Time In/Out Timesheet

1. Under the first date worked, select the **Clock In** button.

2. Add the start time.

3. Select **Okay**.

4. Select the **Clock Out** button.

5. Add the end time. **Note**: If the end time occurs on a different date, select the dropdown for **Date** and choose the following day.

6. Select **Okay**.

7. If applicable, select **Add Break**.

    a. Enter a **Start Time**.

    b. Enter a **Duration**.

8. Allocate hours

    a. In the Allocation Hours section, select **+Add New Row.**

    b. Use the amount of hours in this row to allocate to the appropriate charge code by entering the same number of hours from the Remaining row in the row above so that the Remaining row has 00:00 hours left each day. **Note**: If this pay is for approved Holiday time, change the Work Type from **REG** to **HOL 1.5**.

Allocated Hours

Accounting Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Cost Center Code	Jul 8	Jul 9	Jul 10	Jul 11	Jul 12	Jul 13	Jul 14	TOTAL
WO00115 - Customer Service Representative								
Customer S ✕	09:00	00:00	00:00	00:00	00:00	00:00	00:00	09h 00m 🗑
Remaining	00:00	09:00	09:00	11:00	09:00	00:00	00:00	

+ Add New Row

9. If the time is split between multiple cost centers, add new rows and select the appropriate cost center from the Add Allocation menu.

10. Enter time throughout the week and select **Save**.

11. When the timesheet is complete, select **Submit**.

Workday VNDLY   Jobs ⌄   Contractors ⌄   Invoices ⌄   Timesheets ⌄   Dashboards   Reports ⌄   More ⌄

Timesheet Detail

ID: TS0000170

< Apr 6 – 12, 2025 >   Cancel ✓ Save ✓ Submit

Add Allocation   ✕
○ COREWO00286-RN ED
○ COREWO00289-SPT
                    Save

Work Type	Cost Center	Proje			Apr 11	Apr 12	TOTA

COREWO00286 - RN ED Niles

REG ⌄	CC17	AI ✕	Expense ✕	06:00	02:00	02:00	00:00	00:00	00:00	00:00	10h 00m
			Remaining	00:20	07:25	04:45	00:00	00:00	00:00	00:00	

+ Add New Row

Complete a Summary Timesheet with Overtime

1. After following the steps above to enter regular time, select **+Add New Row** and update the dropdown option from REG to **OT 1.5**.

2. Under each date, enter the total number of overtime hours worked.

3. Enter your time throughout the week and select **Save.**

4. When the timesheet is complete, select **Submit**.