

VNDLY Training

Completing Timesheets

Clinical Contingent Workers (MSP)

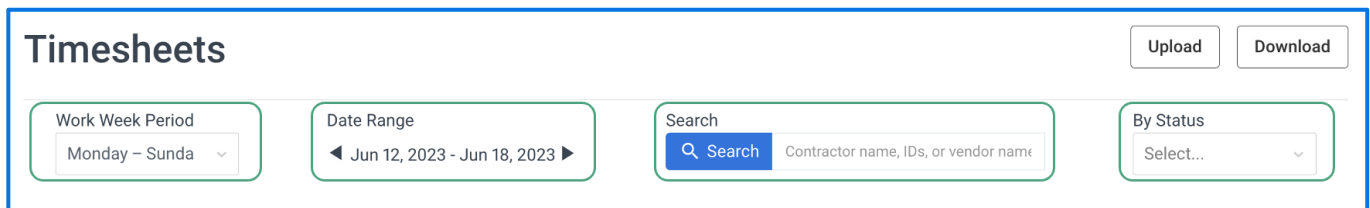
This quick reference guide will provide the steps necessary to create timesheets in Workday VNDLY. This guide covers how to:

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

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**.

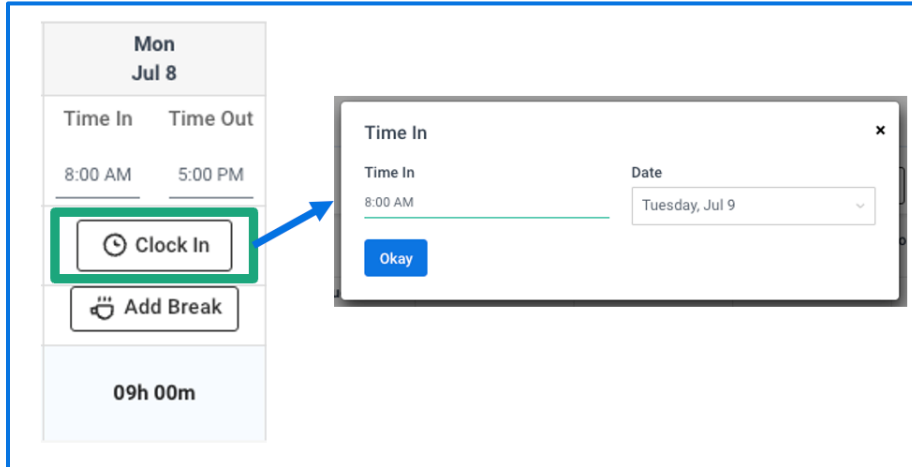


The screenshot shows the 'Timesheets' header with 'Upload' and 'Download' buttons. Below are four filter sections: 'Work Week Period' with a dropdown showing 'Monday - Sunda'; 'Date Range' with arrows and the text 'Jun 12, 2023 - Jun 18, 2023'; a 'Search' bar with a magnifying glass icon, a 'Search' button, and the placeholder text 'Contractor name, IDs, or vendor name'; and 'By Status' with a dropdown showing 'Select...'.

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

Time In/Out Timesheet


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



- Add the start time.
- Select **Okay**.
- Select the **Clock Out** button.
- Add the end time. **Note:** If the end time occurs on a different date, select the dropdown for **Date** and choose the following day.
- Select **Okay**.
- If applicable, select **Add Break**.
 - Enter a **Start Time**.
 - Enter a **Duration**.
- Allocate hours
 - In the Allocation Hours section, select **+Add New Row**.

- b. Use the amount of hours in this row to allocate to the appropriate **Work Type**, 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.



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
W000115 - Customer Service Representative								
Customer ☒	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	

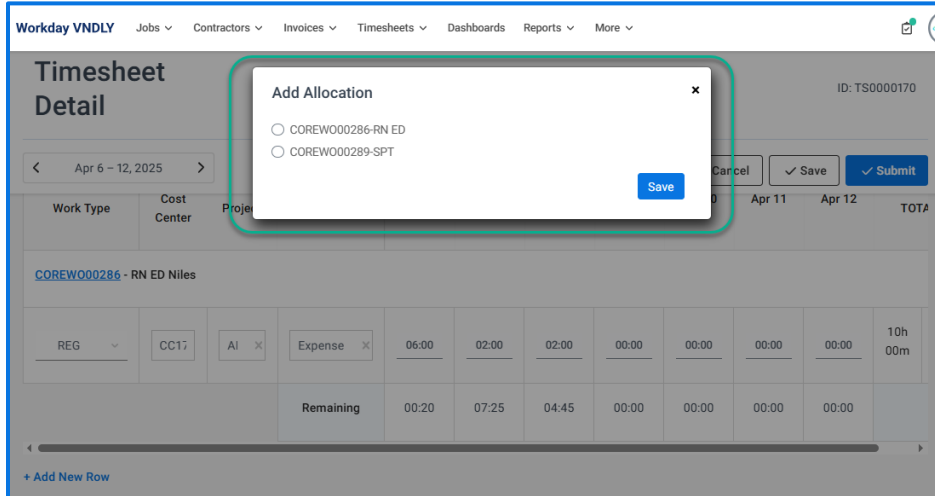
[+ Add New Row](#)

- c. If entering hours for the first week worked, be sure to change the **Work Type** from **REG** (default) to **MSP ORT**.
- d. Sixteen (16) hours should be allocated for Orientation.

Allocated Hours

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
COREW000072 - RN ED Niles											
MSP ORT	CC17018 - Emergency Department - Niles	null - null	Select...	00:00	12:00	04:00	00:00	00:00	00:00	00:00	16h 00m 
REG	CC17018 - Emergency Department - Niles	null - null	Select...	00:00	00:00	08:00	12:00	16:00	00:00	00:00	36h 00m 
Remaining				00:00	00:00	00:00	00:00	00:00	00:00	00:00	

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



Timesheet Detail

Apr 6 – 12, 2025

Work Type: REG, Cost Center: CC17, Project: AI, Expense: X

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

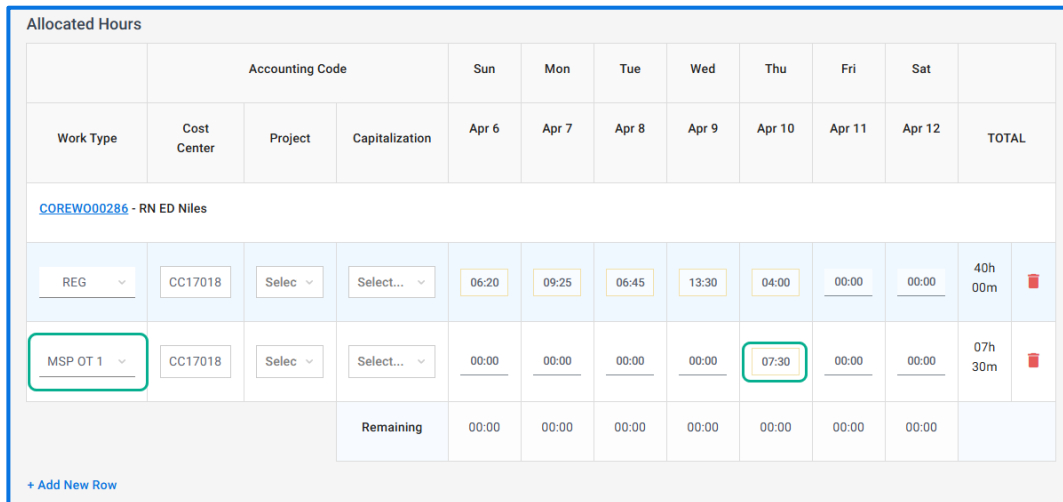
+ Add New Row

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

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

Complete a Summary Timesheet with Overtime

- After following the steps above to enter regular time, select **+Add New Row** and update the dropdown option from REG to **MSP OT 1.0**.



Allocated Hours

Accounting Code				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Work Type	Cost Center	Project	Capitalization	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11	Apr 12	TOTAL
COREW000286 - RN ED Niles											
REG	CC17018	Select	Select...	06:20	09:25	06:45	13:30	04:00	00:00	00:00	40h 00m
MSP OT 1	CC17018	Select	Select...	00:00	00:00	00:00	00:00	07:30	00:00	00:00	07h 30m
Remaining				00:00	00:00	00:00	00:00	00:00	00:00	00:00	

+ Add New Row

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**.