

VNDLY Training

Completing Timesheets

Clinical Contingent Workers (Non-MSP)

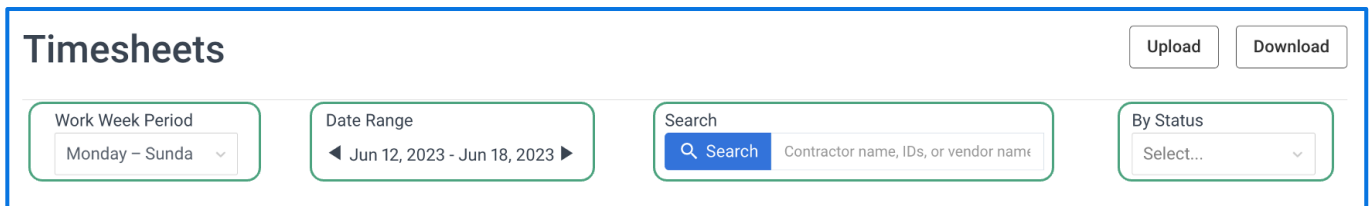
This quick reference guide will provide the steps necessary to create timesheets in Workday VNDLY. This guide covers how to:

- Locate a timesheet.
- Complete a 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**.

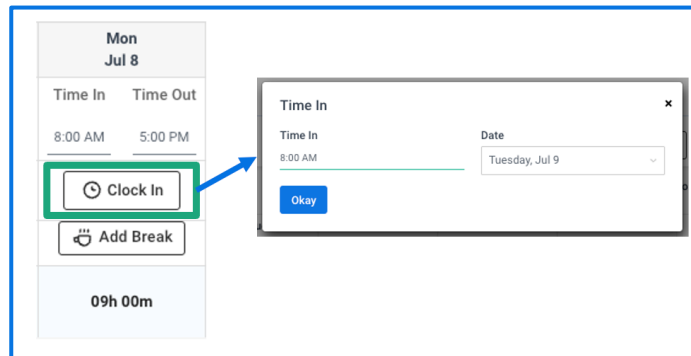


The screenshot shows the 'Timesheets' filter interface. It includes a title 'Timesheets' and two buttons: 'Upload' and 'Download'. Below the title are four filter sections: 'Work Week Period' with a dropdown menu showing 'Monday - Sunda', 'Date Range' with a date range 'Jun 12, 2023 - Jun 18, 2023' and navigation arrows, a 'Search' bar with a magnifying glass icon and the text 'Contractor name, IDs, or vendor name', and 'By Status' with a dropdown menu showing 'Select...'. The entire interface is enclosed in a blue border.

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**.
 - 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**.

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 <input type="text" value="Customer Service Representative"/>	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 >

Work Type Cost Center Project

[COREW000286](#) - RN ED Niles

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

[+ Add New Row](#)

Add Allocation

☐ COREW000286-RN ED
☐ COREW000289-SPT

[Save](#)

Cancel [Save](#) [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 **OT 1.5**.

Allocated Hours

Accounting Code					Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Work Type	Cost Center	Project	Capitalization	Shifts	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25	Apr 26	TOTAL
COREW000299 - Agency LPN												
REG	CC24229 - Nursing Unit - RNC Cedar	null - null x	Select...	Select...	15:00	12:00	13:00	00:00	-	-	-	40h 00m
OT 1.5	CC24229 - Nursing Unit - RNC Cedar	null - null x	Select...	Select...	00:00	00:00	01:00	15:00	-	-	-	16h 00m
Remaining					00:00	00:00	00:00	00:00	00:00	00:00	00:00	

+ Add New Row

- Under each date, enter the total number of overtime hours worked.
- Enter your time throughout the week and select **Save**.
- When the timesheet is complete, select **Submit**.

Complete a Summary Timesheet with Shift Premiums or Differentials

- After following the steps above to enter regular time, select **+Add New Row** and update the dropdown option to account for Charge (6 CHARGE) or On-Call (5 UN CON ONCALL or 1 CON ONCALL).

Allocated Hours

Accounting Code					Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Work Type	Cost Center	Project	Capitalization	Shifts	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25	Apr 26	TOTAL
COREW000299 - Agency LPN												
REG	CC24229 - Nursing Unit - RNC Cedar	null - null x	Select...	Select...	15:00	12:00	13:00	00:00	-	-	-	40h 00m
OT 1.5	CC24229 - Nursing Unit - RNC Cedar	null - null x	Select...	Select...	00:00	00:00	01:00	15:00	-	-	-	16h 00m
Remaining					00:00	00:00	00:00	00:00	00:00	00:00	00:00	

+ Add New Row

REG
OT 1.5
HOL 1.5
6 CHARGE
5 UN CON ONCALL
1 CON ONCALL

- Under each date, enter the total number of hours worked that apply to the premium or differential.

3. Select **Save**.
4. When the timesheet is complete, select **Submit**.