Quick Guide: Using Worktags on Timesheet

How to find Worktags: Entering Time

1. Worktags can be found by searching for part of the Worktag value (or name in Workday), in the *Worktags* prompt field:

> <mark>**Example**</mark>:

> To find the Worktag for *6214A - HAZ WASTE ADMIN - HAZ SUB CNTL FD*, the employee could type "6214A: or "HAZ Was Adm"

After entering the search value, hit the "Enter" button to prompt Workday's search and any matching values will appear. Select the one needed.

2. Worktags can be auto-filled from a previous pay period's timesheet by checking the "*Also Copy Details and Comments*" box when using the Auto-fill capability from Prior Week function.

> Please note that this option will copy both the Worktag selection and the comments used in the *Details* section of the time entry.