


# Reporting your hours in Workday

Unknown macro: 'space-breadcrumbs'

All *part-time instructors* must report their work hours each week using **Workday**. Please note that this does *not* apply to full-time faculty or to contractors.

Because getting paid depends on regular and accurate reporting of your hours, it's crucial that you understand how to do this.

<p>1. Please <i>begin</i> by reading <a href="#">this FAQ</a>, which explains how different sorts of work must be reported.</p> <div data-bbox="228 575 729 1075"><p>Part Time Facult...er Extended).pdf</p></div>	<p>2. Next watch the video tutorial: <a href="#">How to Enter Time using Workday</a></p> <p>3. <a href="#">Log into Workday</a> to explore the interface and/or to report your hours.</p> <p>4. If you have questions or need assistance, please email: <a href="mailto:workdayhelp@academyart.edu">workdayhelp@academyart.edu</a>.</p>
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