



JIFSAN Internship Time Entry Procedures *Revised 3/2/2026*

JIFSAN Undergraduate Interns must submit signed biweekly timesheets to be approved in Workday's Payroll system by JIFSAN's Business Office. Signed timesheets must be collected as part of the JIFSAN Internship program to satisfy documentation requirements for the Cooperative Agreement, which supports the program.

Entering Time:

- Interns should log in to Workday using their UMD directory and password:
<https://www.myworkday.com/umd/d/home.html>
- Follow this Job Aid:
https://support.umd.edu/esc?id=kb_article_view&sysparm_article=KB0017311

Or view this video walkthrough:

<https://www.youtube.com/watch?v=ARKTv2fFzyk>

Meal Breaks:

- Please pay close attention when entering meal breaks. Meal breaks are not auto-generated for hourly student positions and must be entered manually.
- **Please note that any work period of 6 hours or more must have a 30 min meal break.** If interns work in "shifts," this may not be necessary to enter, provided there is no shift of 6 hours or more in one day. (One could work a four-hour shift in the morning and a two-hour shift in the evening with a gap of time in between without needing to enter a meal break, as an example.)
- Refer to page 2 of the above Job Aid for steps to enter Meal Breaks. (The video walkthrough is from the POV of a salaried employee and does not specifically go over Meal Breaks.)

Review and Submit:

- After entering time, interns should review on their summary screens to make sure everything looks correct. Click Submit when ready to send to the unit's Timekeeper (Erica Mudd) for approval. **Interns must enter and submit their time in Workday by the third business day after a pay period ends (Typically Wednesday).**
- Timekeeper Erica Mudd will PDF the time entries and send to mentors for their review and sign off before approving time entries for payroll. This will come from a reflector email, jifsan-timesheets@umd.edu .



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- Mentors may approve these timesheets by either 1) digitally signing the PDF or 2) approving by written response in an email reply.
- Erica Mudd in JIFSAN will approve the hours in Workday and apply completed timesheets to each intern's assignment within ELMs/Canvas.

Reminders:

- Mentors will have until Friday (one week after the pay period ends) to submit their signature and/or written approval.
- Pay will be delayed if interns fail to enter their hours in Workday by the payroll deadline. The state of Maryland has set windows of time that duty hours may be submitted. Retro pay will cause significant delays.
- If deadlines are missed, interns should email Erica Mudd (elmudd@umd.edu) with their mentor copied, listing hours worked in the email body so that a time entry adjustment may be submitted to payroll. Interns may also independently edit timesheets retroactively in Workday to account for missed entries—these will route to Erica Mudd as Manager. Please ensure timely submissions—continued inability to complete time entry may jeopardize one's participation and standing in the JIFSAN Internship Program.
- Interns must adhere to program requirements and must work a minimum of 8 hours per week. Interns may not work more than a maximum of 30 hours per week (during summer semester) and a maximum of 10 hours per week (Spring/Fall).
- Interns should apprise both FDA mentors and the JIFSAN Business Office if they will be taking extended vacation or be away from work for a week or more.
- Interns who hold more than one job on campus will have to enter work hours based upon each position in Workday. All jobs across campus must also follow the maximum hours rules as listed above.
- For more information about Time Tracking in Workday, the following resource(s) have been made available by UMD: <https://elevate.umd.edu/resources-training/learning-hubs/human-capital-management-hcm-learning-hubs/time-and-absence#time>