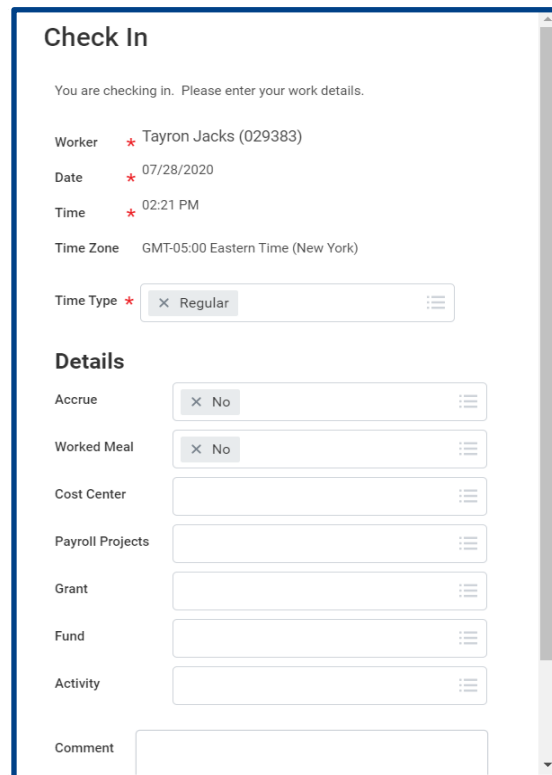Hourly Employees must enter time using the Check In/Check Out process in Workday.

ENTERING TIME

From the Time application:

1. Click **Check In** under Time Clock.

Check In

You are checking in. Please enter your work details.

Worker	*	Tayron Jacks (029383)
Date	*	07/28/2020
Time	*	02:21 PM
Time Zone		GMT-05:00 Eastern Time (New York)

Time Type * [✕ Regular]

Details

Accrue [✕ No]

Worked Meal [✕ No]

Cost Center [ ]

Payroll Projects [ ]

Grant [ ]

Fund [ ]

Activity [ ]

Comment [ ]

2. Enter the Time Type and Details.

<u>Note</u>: If you have multiple jobs, you must select the job to enter time against.

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3. Click **OK**, then **Done**.

4. After your work is completed, navigate back to the Time application and click **Check Out**.

5. Select a reason for check out.

6. Click **OK**, then **Done**.

> Note: All corrections to Check In and Check Out time needs to be made by the employee's Manager/Supervisor or Timekeeper in Calendar view.

SUBMIT TIME

From the Time application:

1. Select the week that you would like to submit time for by click on **This Week**, **Last Week** or **Select Week**.

2. The week will display in a calendar view. Click **Submit** at the bottom of the page.

3. The Submit Time page displays. Click Submit to send to your manager for approval.

I certify that the time worked and/or leave take as recorded in this submission is accurate to the best of my knowledge.

Following date range will be submitted for approval.

October 31 – November 13, 2020 : 0.116667 Hours Total

Total for October 31 – November 13, 2020

enter your comment

Submit   Cancel

4. Review your daily and weekly totals and click **Submit**.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.