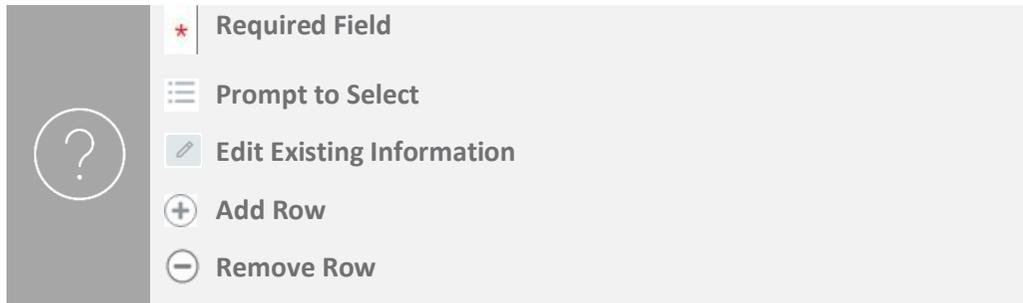


# Time: Time Clock

## Overview

This quick reference guide covers how use the time clock in from the Workday Mobile App. Alternatively, you may access the Time Clock from an authorized WP device on campus to Check In and Check Out.

### Icons:



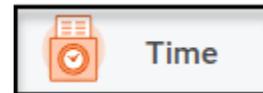
### Check In (Workday App)

#### Check In

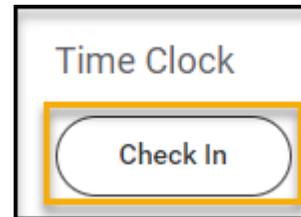
1. After logging into Workday, click the **Menu** in the top navigation bar to access the global navigation.



2. Click the **Time** app.



3. To check in, click the Check In button under Time Clock.



4. On the Check In screen, the required fields will be prepopulated. **Click Ok.**

# Time: Time Clock



**Check In**

You are checking in. Please enter your work details.

Worker \* [redacted]

Date \* 05/16/2023

Time \* 11:38 AM

Time Zone GMT-05:00 Eastern Time

Time Type \* Regular Work

**Details**

Cost Center [redacted]

Comment [redacted]

**OK** Cancel

5. A message will be displayed confirming that you have successfully checked in. This message will include the date and time of check in. Click **Done**.

**Check In**

You have successfully checked in at 05/16/2023 11:38 AM.

**Done**

6. You will be redirected to the Time app where the Checked In time will display under the Time Clock.

**Time Clock**

Checked In at 11:38 AM

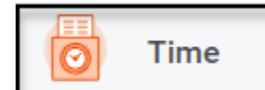
Check In Check Out

## Check Out

1. After logging into Workday, click the **Menu** in the top navigation bar to access the global navigation.

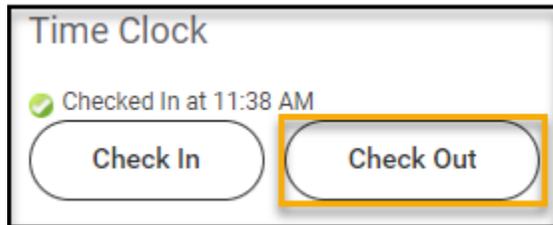


2. Click the **Time** app.

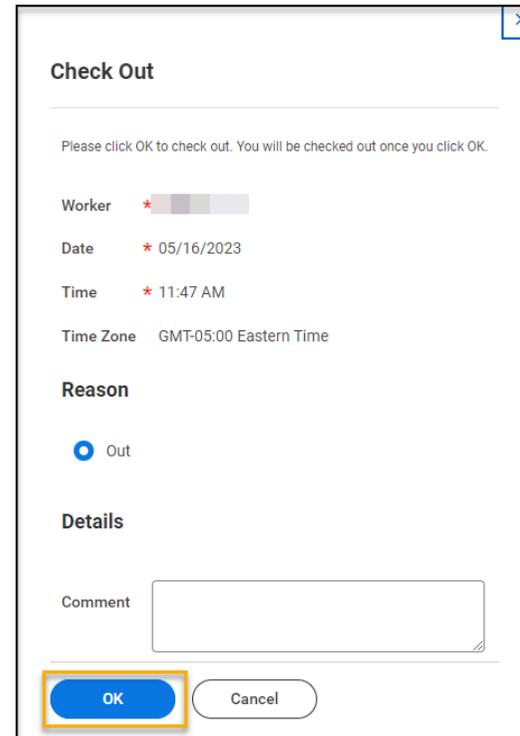


# Time: Time Clock

3. To check out, click the **Check Out** button under Time Clock.

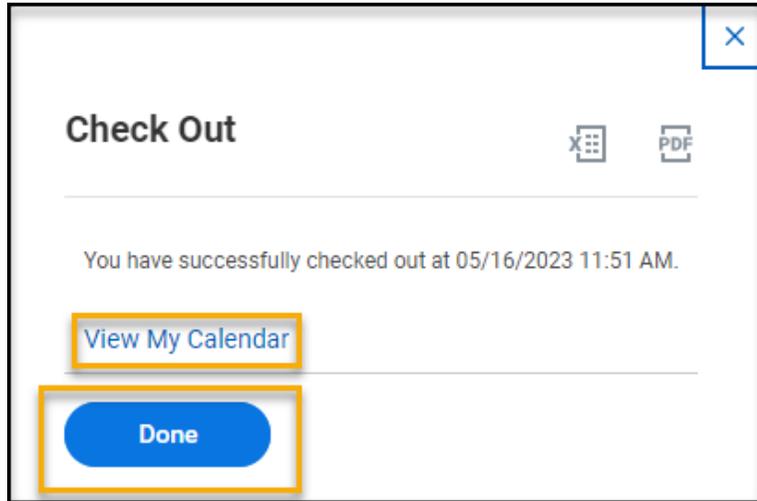


4. On the Check Out screen, the required fields will be prepopulated. Click OK to check out.

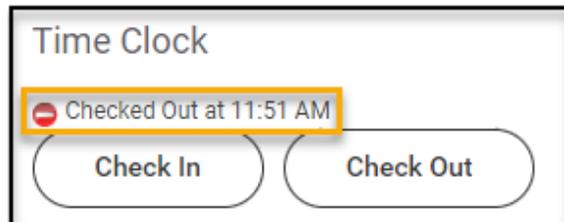
A screenshot of the 'Check Out' screen in the Time app. The title is 'Check Out'. Below the title, there is a message: 'Please click OK to check out. You will be checked out once you click OK.' The form contains several fields: 'Worker' with a red asterisk and a greyed-out input field; 'Date' with a red asterisk and the value '05/16/2023'; 'Time' with a red asterisk and the value '11:47 AM'; and 'Time Zone' with the value 'GMT-05:00 Eastern Time'. There is a 'Reason' section with a radio button selected for 'Out'. Below that is a 'Details' section with a 'Comment' label and a text input field. At the bottom, there are two buttons: 'OK' (highlighted with a yellow border) and 'Cancel'.

5. A message will be displayed confirming that you have successfully checked out. This message will include the date and time of check out. If you wish to view your calendar, click **View My Calendar** or click **Done** to return to the Time app.

# Time: Time Clock



- On the Time app, the Checked Out time will display under the Time Clock.

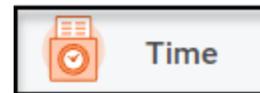


## View My Calendar

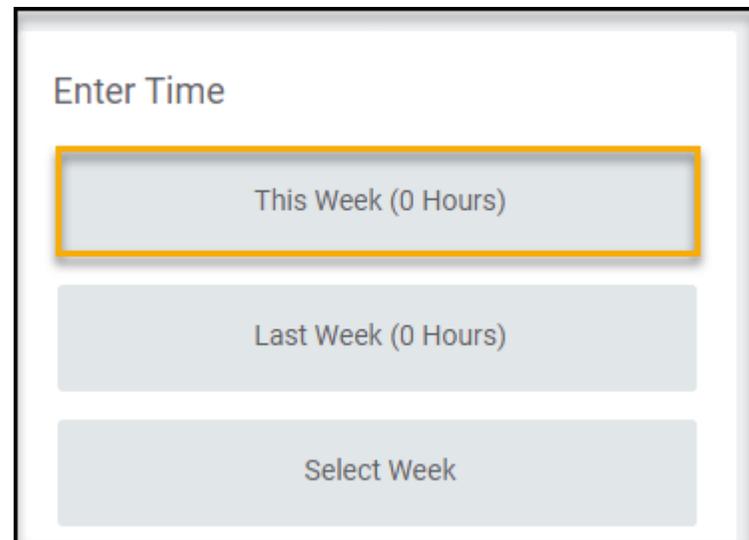
- After logging into Workday, click the **Menu** in the top navigation bar to access the global navigation.



- Click the **Time** app.



- Under **Enter Time**, select **This Week**, **Last Week** or **Select Week** (to enter a date manually). In this example, we will select **This Week**.



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# Time: Time Clock

