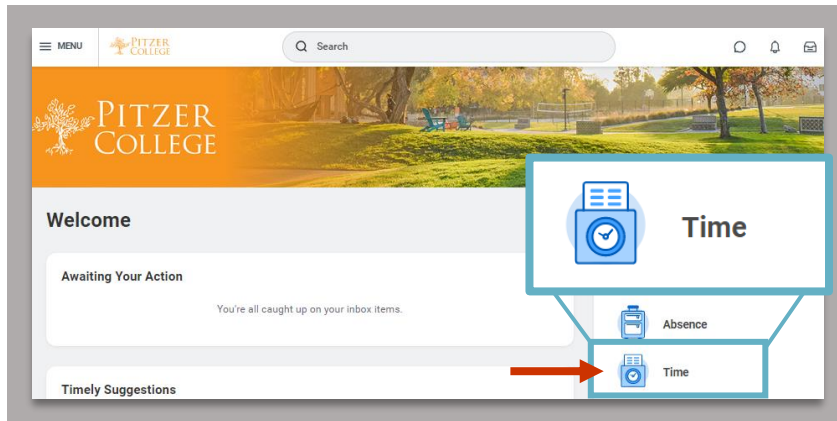
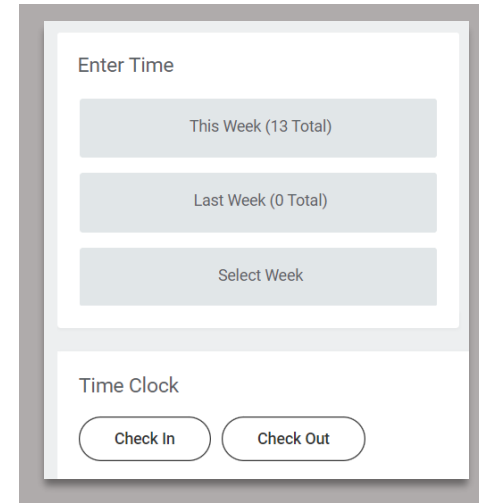


Time Entry: Report Time Using Clock In & Out

1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Time**.



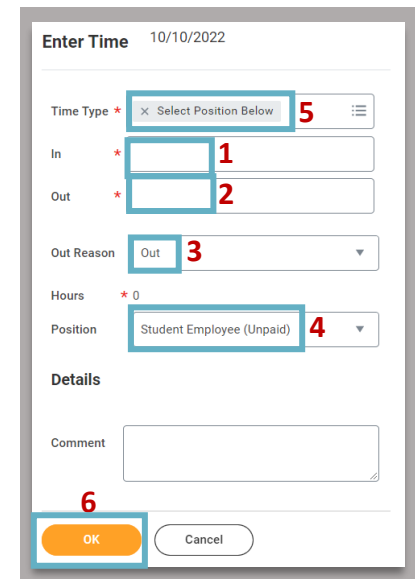
3. Scroll down to the **Time Clock**.



Check In:

4. On the **Enter Time** screen, update fields in the following order:

1. **In:** the time you began working
2. **Out:** the time you finished working
3. **Out Reason:** select **Out** for end of day/shift or **Meal** for lunch break.
4. **Position:** select the position
5. **Time Type:** select Worked Hours or Work Study
**Note: based on the position selected, Workday will determine which time type to make available. Hence why you must first select the Position prior to selecting Time Type.*
6. Select **OK**.



Time Entry Reminders:

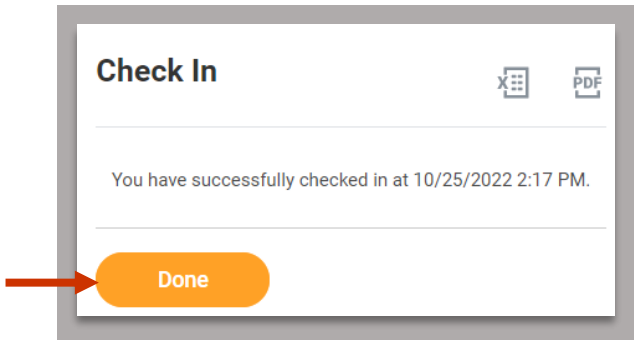
- Enter actual start and end times daily.
- Do not wait until the end of the pay period to enter worked time.
- Follow the bi-weekly payroll schedule for pay period start & end dates, deadlines for approving and submitting timecards.

Note: Workday Time Tracking tell you when a pay period ends so you'll never forget to submit your timecard! Visit "[How to Review & Submit My Timecard](#)" for details.

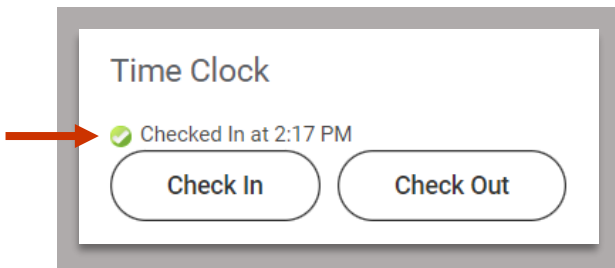
Click here for to see all "[How To](#)" Workday Time Tracking videos & job aids.

Absence: Report Time Using Clock In & Out

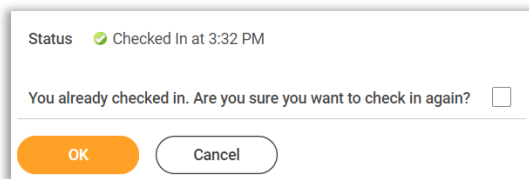
5. You will see a confirmation message:



Click **Done**. Notice your **Check In** time is now displayed.



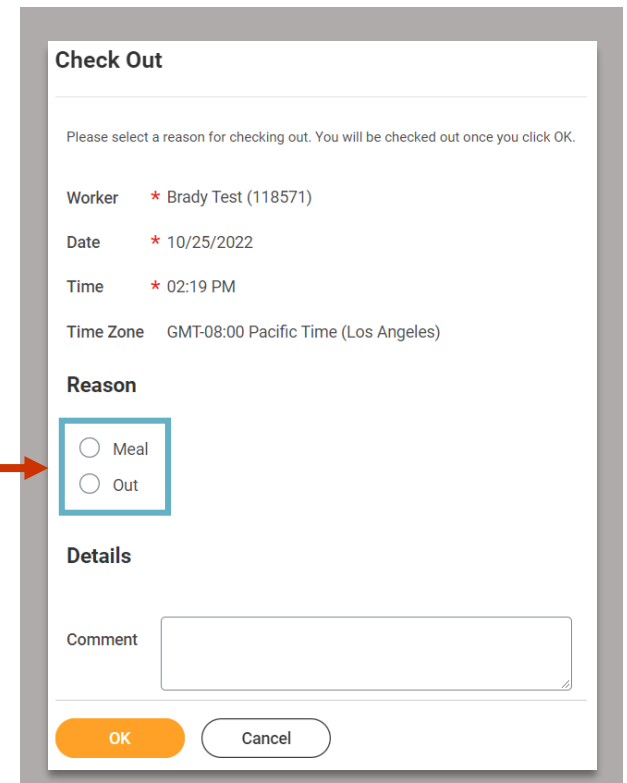
If you select Check In and are already checked in, you will receive the below message requiring you to confirm you want to Check In again. **This is to ensure you don't accidentally Check In instead of Checking Out.**



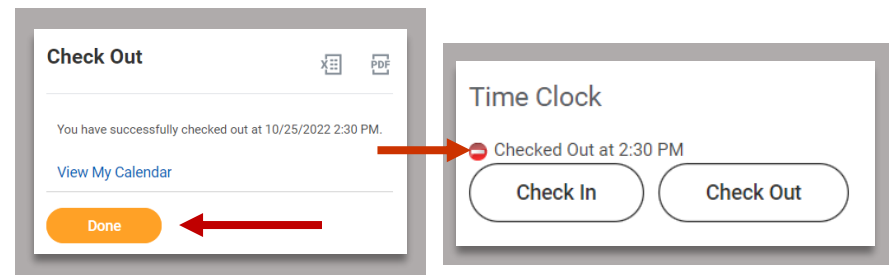
Check Out

6. Select **Check Out** to clock out for a meal or to end your day.

Select **OK** to save.



7. A confirmation message and **Check Out** time also display.



Absence: Report Time Using Enter Time Feature (Non-Service Staff)



Meal Break Reminders:

- Hourly employees are required to take a 30-minute, uninterrupted meal break before the 5th work hour.
*Be sure to start your meal break BEFORE the 5th hour.
- A meal break is not necessary if your work day is 6 hours or less.

Should your meal break begin ON the 5th hour or be less than 30 minutes, a **Missed Meal Penalty** will automatically calculate & display on your timecard.

Oct 22 – 28, 2022

Sat, 10/22	Sun, 10/23	Mon, 10/24	Tue, 10/25	Wed, 10/26	Thu, 10/27	Fri, 10/28
Total: 0	Total: 0	Total: 8	Total: 5	Total: 0	Total: 0	Total: 0
			Missed Meal Pen 1 ⌚ Not Submitted			
		Worked Hours 8:00am - 12:00pm (Meal) 4 Hours ⌚ Not Submitted	Worked Hours 8:00am - 1:00pm (Meal) 5 Hours ⌚ Not Submitted			

Summary
Oct 22 – 28, 2022

Total	13
Regular	13
Overtime	0
Double Time	0
Missed Meal Penalty	1
Paid Time Off	0
Call Back Minimum	0