

STEPS IN WORKDAY

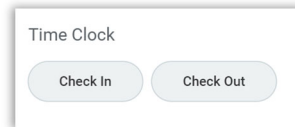
Enter Time

From the Workday Homepage

1. Click the **Time** application.



2. Under the **Time Clock** Section, select either **Check In** or **Check Out**.



Check In

1. Click **Check In** to enter a start time for your work day.
 - A **Check In** dialog box displays.
2. In the **Time Type*** field, select *Student – Hours Worked*.
3. If you have more than one position, use the **Drop Down** arrow to select the appropriate position for this time entry.
4. Enter any optional comments in the **Comments** field.
5. Click **OK**.
6. A **Check In** confirmation box displays that you have successfully check in at the current date and time.
7. Click **Done**.
 - In the **Time Clock** section a green circle with checkmark and the *Checked In at [time checked in]* displays.



Check Out

1. Return to the **Time Clock** section of the **Time** application.
2. Click **Check Out** to enter an end time for your work.
3. Under **Reason**, select *Meal* or *Out*. Select **Meal** to indicate you are checking out for lunch. Select **Out** to indicate your completion of work time for the day.
4. Under **Details**, enter any optional comments in the **Comments** field.
5. Click **OK**.
 - A **Check Out** confirmation box displays that you have successfully check in at [date and time checked out].
6. Click **Done**.
 - When checked out for meal a gold circle and *Check out (meal)* at [time check out] in the **Time Clock** section displays.
 - When check out for the day a red circle and the *Checked Out* at [time checked out] in the **Time Clock** section displays.



Submit Time

1. Click the **Time** application.
2. Under the **Enter Time** section, click **This Week**. Please make any correction to time card before you submit.
3. Click **Submit**. Note: Time must be submitted weekly by midnight on Friday.
4. Enter **Comment** to approver if necessary.
5. Click **Submit**.