

Workday Time Tracking provides workers many options for entering time.

Topics Covered in this job aid:

1. Enter Time using Check In/Out using Quick Tasks (Page 1)
2. Enter Time using the Time Applications to Check In/Out (Page 2)
3. Enter Time using the Mobile Application to Check In/Out (Page 3)
4. Review and Submit Time to Manager (Page 4)
5. Review Time for Multiple Workers (Page 6)

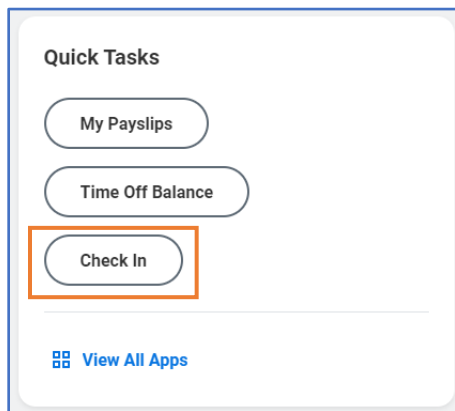
ENTER TIME FOR NON-EXEMPT EMPLOYEES

ENTER TIME USING CHECK IN/OUT USING QUICK TASKS

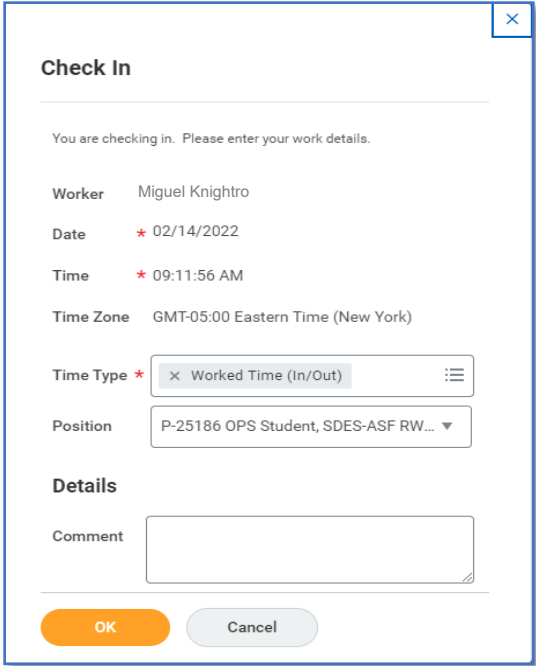
You can enter time worked based on check-in and check-out times. In Workday, tasks can often be accessed in multiple ways. To access all time functions, use the Time application (View All Apps – Time). To quickly check in use the quick link noted below.

From the Home page, under **Quick Tasks**:

1. Click **Check In**.



2. Enter the Time Type and Details.
3. (Optional) If you have multiple jobs, you can choose the position you are entering time for.

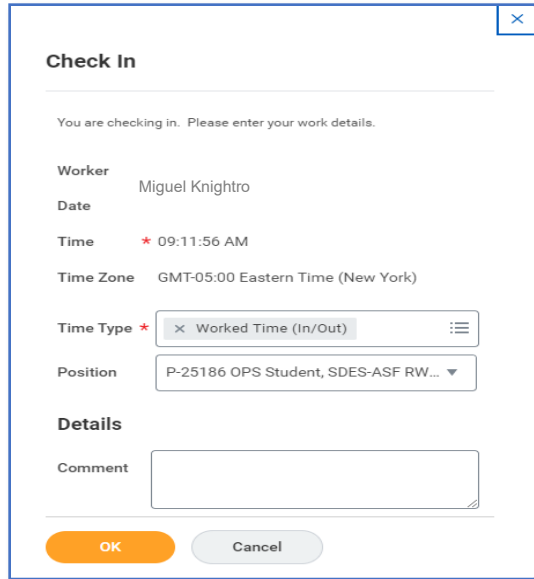


- 4. Optional: Add a comment if necessary to explain why you are checking in late or too early.
- 5. Click **OK** and then **Done**.
- 6. After you have completed your work, navigate back to the Time application, and click **Check Out**.
- 7. Select a reason for check out (Meal or Out).
- 8. Click **OK** and then **Done**.

ENTER TIME USING THE TIME APPLICATION TO CHECK IN/OUT:

From the Home page

- 1. Select View All Apps
- 2. Choose Time
- 3. Click **Check In**.
- 4. Enter the Time Type and Details.



Check In

You are checking in. Please enter your work details.

Worker Miguel Knightro

Date

Time * 09:11:56 AM

Time Zone GMT-05:00 Eastern Time (New York)

Time Type * Worked Time (In/Out)

Position P-25186 OPS Student, SDES-ASF RW...

Details

Comment

OK **Cancel**

5. Optional: If you have multiple jobs, you can choose the position you are entering time for.
6. Optional: Add a comment if necessary to explain why you are checking in late or too early.
7. Click **OK** and then **Done**.
8. After you have completed your work, navigate back to the Time application, and click **Check Out**.
9. Select a reason for check out (Meal or Out).
10. Click **OK** and then **Done**.

ENTER TIME USING THE MOBILE APPLICATION TO CHECK IN/OUT

From the Time Tracking app:

1. Tap **Check In/Out**.
2. Tap the **Yes, Share My Location** button.



Note: This feature prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence. Workday will not store any private information and follows the guidelines set forth by Apple and W3C to prevent data from being stored through the application and browser version.

3. Tap **Allow**.
4. Tap **Check In** when you start working.
5. Confirm the Time Type from the prompt.
6. Optional: If you have multiple jobs, you can choose the position you are entering time for.
7. Tap **Done**.

- 8. To take a Meal, tap **Meal**.
- 9. When you are ready to start work again, tap **Check Back In** and repeat steps 5 and 6. Use the Check In/Out feature as required throughout the day.
- 10. Tap **Check Out** when you stop working.
- 11. Tap **Done**.

REVIEW AND SUBMIT TIME TO MANAGER/TIMEKEEPER

VIEW DETAILS OF TIME WORKED

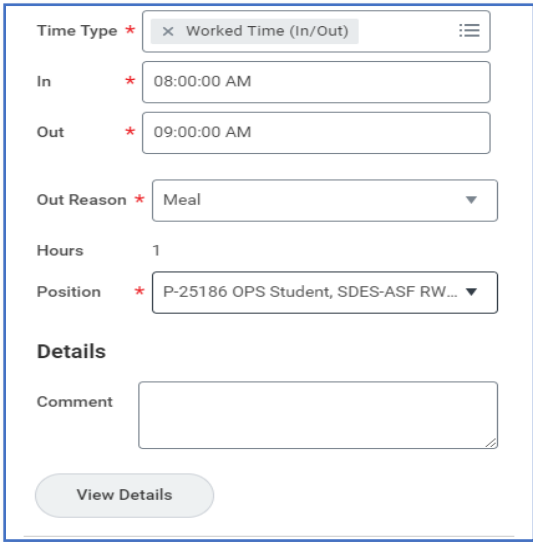


Note: **Critical**

OPS Non-Exempt employees should not modify or create Worked Time blocks. If you attempt to do so, the system will generate an error which will prevent you from submitting your time and getting paid on time. Please work with your Manager/Timekeeper if any time blocks need to be corrected/updated.

From the Home page: Select View All Apps

- 1. Select Time App
- 2. Select This Week
- 3. Time Entry Calendar will open
- 4. Select a time block to view detailed information about your time entry.



The screenshot shows a mobile application form for entering time worked. At the top, there is a 'Time Type' dropdown menu with 'Worked Time (In/Out)' selected. Below this are input fields for 'In' (08:00:00 AM) and 'Out' (09:00:00 AM). The 'Out Reason' is set to 'Meal'. The 'Hours' field contains the number '1'. The 'Position' dropdown is set to 'P-25186 OPS Student, SDES-ASF RW...'. There is a 'Details' section with a 'Comment' text area. At the bottom, there is a 'View Details' button.

- 5. Click the **View Details** button.
- 6. Click the **Reported** tab to view reported work time.
- 7. Click the **Calculated** tab to view calculated time.
 - a. You will see a break down if any for overtime, etc. Usually these will appear closer to the end of the week when time is reported over 40 hours in a week.
- 8. Click the **History** tab to view the process history of a particular time entry.
 - a. You will see any changes made to the time block and by whom.


REVIEW TIME ENTERED

The check in and out times need to be reviewed and submitted to your manager. Time to be reviewed and submitted can be submitted anytime (daily, weekly or at the end of the pay period). The preferred time to review and submit is weekly.

From Home Page:

- 1. Scroll down to **Timely Suggestions**.
- 2. Click **My Time** Link

Timely Suggestions



You Have Unsubmitted Time [My Time](#)

Make sure to submit your time entries.

- 3. Click the **Review** Button

Summary

Jul 8 - 14, 2022

Regular	0
Time Off	0
Overtime	0
On-Call	0
Meal Period	0
Holiday	0
Total	0

[Review](#)



Tip: If the review button is not displaying that indicates there is an alert/error (orange/red banner in right corner) These needs to be corrected by the Manager/Timekeeper.

ERRORS AND ALERTS

Unmatched clock events will not prevent review, submit, and pay, but must be fixed. These alerts represent clock events workday was not able to match into a time block. It could have been events are out-of-order or the employee forgot to clock in or out. These alerts will need to be fixed by the Manager/Timekeeper.

Unmatched Check-in
12:24:52pm
ⓘ Needs Attention

 **1 Alert**

Alert

1. Page Alert
- On Monday - Please review and correct the Unmatched Clock Event. 07/11/2022 10:34:10 AM - In

Example of Error when an employee adjusts their own time. These errors will need to be fixed by the Manager/Timekeeper.

 **1 Error**

Error

1. Page Error
- On Monday Regular time was CREATED by the worker themselves, which is not allowed. Time must be clocked in and out. Worked Time (In/Out) - 0.75 Hours on 07/11/2022

- 4. Once reviewed click the **Submit** button to submit time to Manager/Supervisor or **Cancel** if changes need to be made.