Time Tracking: Check In or Out using the Workday App

Workday Time Tracking provides workers many options for entering time via the Mobile Workday App on iPhone and Android.

ENTER TIME WORKED FOR MOBILE

IPHONE & ANDROID

Use the Time Tracking application to enter time. From the Time Tracking application:

1. Select **Check In/Out.**

2. Select the **Yes, Share my Location Button**

   > Note: This is a required feature, as it prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence.

3. Select **Allow**.

4. Select **Check In** when you start working.

5. Confirm the Time Type from the prompt. Add additional information as needed, including Cost Center, Job Profile, Waived Meal/Break, and Division. Select the Project as Time Type, if applicable.

6. Select **Next.**

7. To take a break, select **Break** and select a reason, such as Break or Meal.

8. When you are ready to start work again, select **Check Back In** and repeat steps 5 and 6. Use the Check In/Out feature as required throughout day.

9. Select **Check Out** when you stop working.