

Time Tracking: Enter Time Worked in Time Tracking

Employee

Hourly employees without access to a time clock but a designated computer at work, check in and out after logging into their Workday account.

ENTER TIME USING CHECK IN/OUT

From the Time application:

1. Select **Check In**.
2. Enter the Time Type and Details.

Check In

You are checking in. Please enter your work details.

Worker * Audrey Novak

Date * 08/31/2022

Time * 03:52 PM

Time Zone GMT-06:00 Central Time (Chicago)

Time Type *

Position

Details

Job Profile

Cost Center

Division

Location

3. (Optional) If you work in multiple roles, you can choose the Job Profile you are entering time for.
4. (Optional) If you work at another worksite and know the Cost Center, you can select the appropriate one.
5. Select **OK**.
6. To take an uninterrupted meal break, navigate back to the Time application, then select **Check Out** and **Meal**.
7. Select **Check In** when you are ready to resume your shift.
8. After you have completed your work, navigate back to the Time application, then select **Check Out**.
9. Select **Out** as reason for check out.
10. Select **OK**.