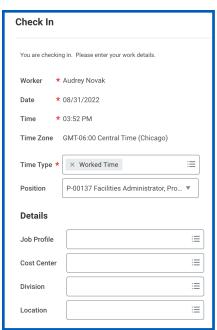
Hourly employees without access to a time clock but a designated computer at work, check in and out after logging into their Workday account.

ENTER TIME USING CHECK IN/OUT

From the Time application:

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



- **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.
- 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.

