## Timekeeping: Checking In & Out



Hourly or non-exempt employees can easily check in and out for work using the Time Application. Follow the steps below to check in and out in Workday.

1. On your Workday homepage, click the Time Application, then click Check In at the bottom of the screen.



2. Click the Prompt icon in the Cost Center field, then select your Cost Center. Click OK, then click Done.

/ou are checking in. Please enter your work details.	Check In
Norker * Jordan Jones Date * 08/16/2017 Fime * 11:00 AM	You have successfully checked in at 08/16/2017 11:01 AM.
Time Type * X Hours Worked	Enter the cost center number for the
Cost Center 📃 —	working here. Make sure the cost center appears in this field before clicking OK.

## Timekeeping: Checking In & Out



3. To check out, click the Time Application, then click Check Out at the bottom of the screen.

	Time Clock
Time	Check In Check Out

4. Choose the Reason (Meal or Out), then click OK and Done to check out.

Check Out	Check Out	X
Please select a reason for checking out. You will be checked out once you click OK.	You have suscessfully should	out at 02/16/2021 4:10 DA
Worker * Denise Gary (709957)	You have successfully checked	out at 03/10/2021 4.18 FN
Date * 03/16/2021	View My Calendar	
Time * 04:17 PM	Done	
Time Zone GMT-05:00 Eastern Time (New York)		
Reason		
Out		
Details		
Comment		

**REMEMBER**: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email <u>solutions@rhanet.org</u> with the subject line Workday.