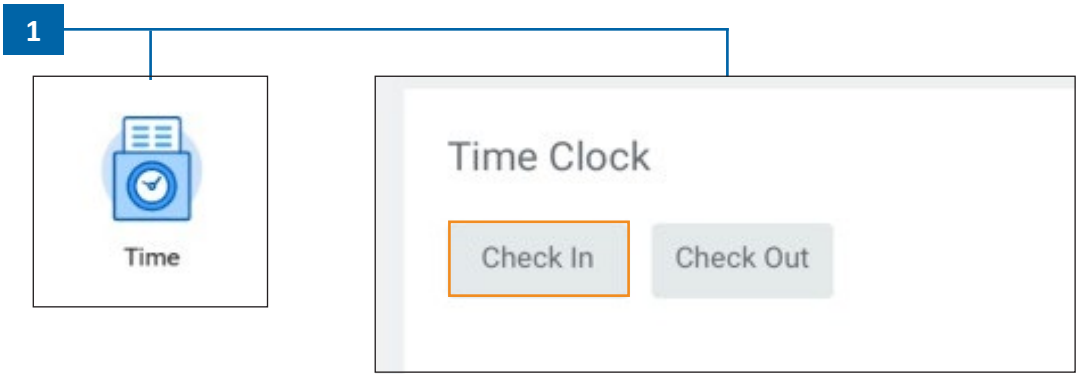
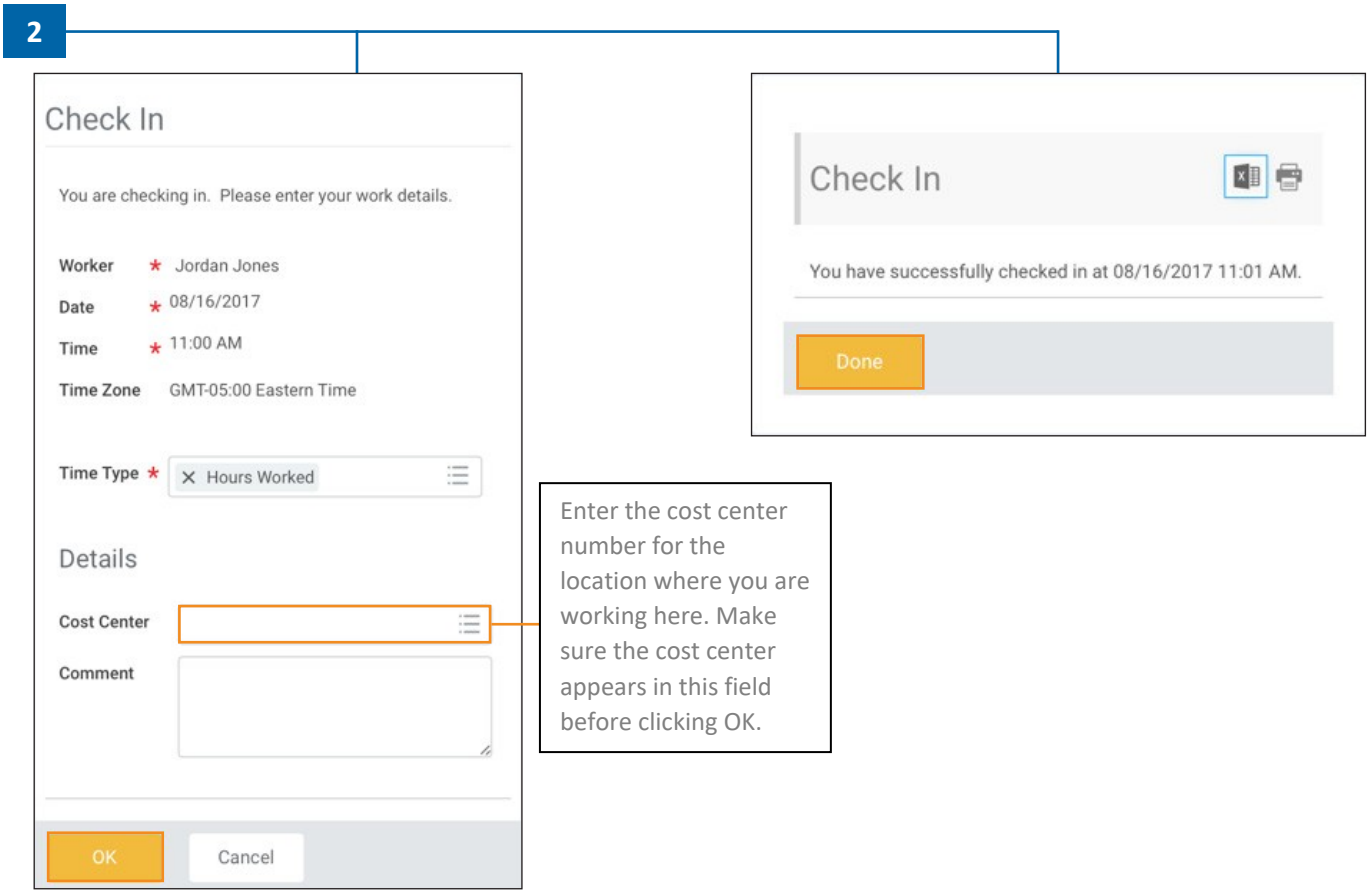
Timekeeping: Checking In & Out

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.

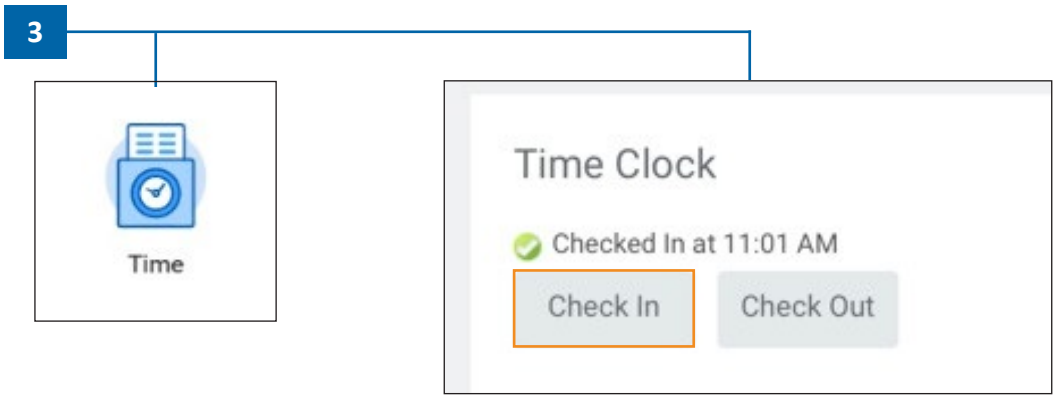
1. On your Workday homepage, click the **Time** Application, then click **Check In** at the bottom of the screen.



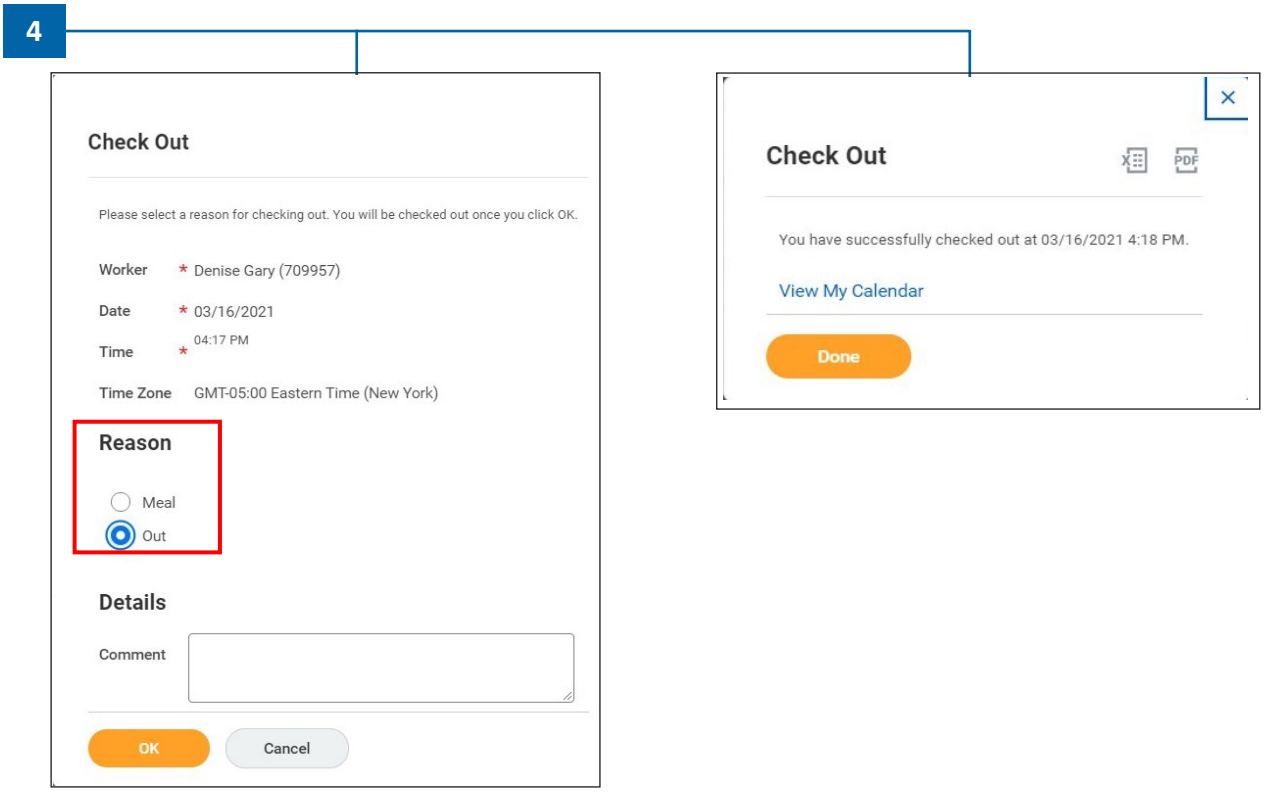
2. Click the **Prompt** icon in the **Cost Center** field, then select your Cost Center. Click **OK**, then click **Done**.



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



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



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 solutions@rhanet.org with the subject line Workday.