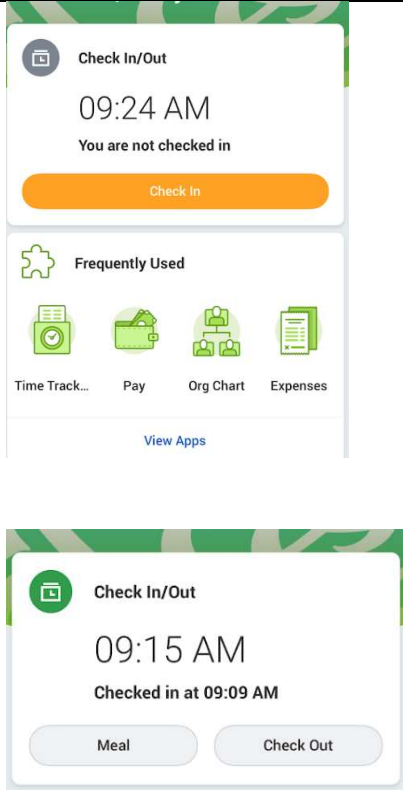
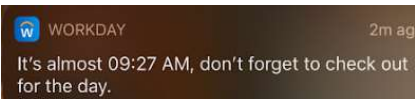
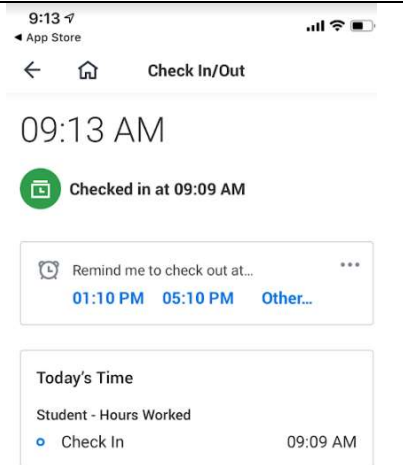
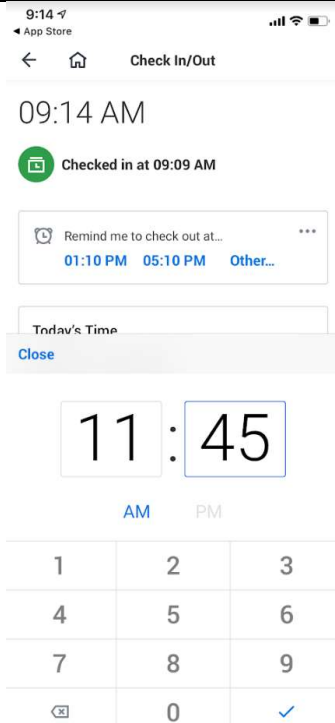


Workday Mobile App- Check In/Check Out Enhancements

Enhancement	Example	How it works
<p>New Check In and Check Out card on the Workday home page on the Workday mobile app.</p>		<p>From the home screen on your Workday mobile app, you can quickly check in by selecting the Check In button.</p> <p>From the home screen on your Workday mobile app, you can quickly check out by selecting the Check Out button.</p>
<p>Set up Reminder to Check Out as a push notification on your mobile device.</p> 		<p>Once you have check in, you will get this Check in/Check out page. Here you can select to receive a Reminder for Check out. This reminder is a push notification on your phone.</p> <p>You can select the times in blue or you can create a custom Other time.</p> <p>When you select Other, you will see the time entry screen. Enter the time you want a reminder and select the <input checked="" type="checkbox"/> .</p>

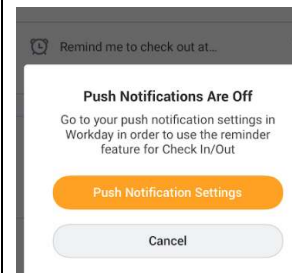
Workday Mobile App- Check In/Check Out Enhancements



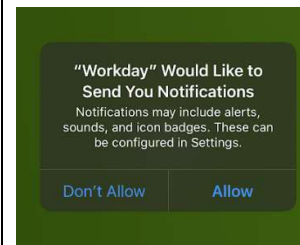
Reminder: The push notification will happen 10 minutes prior to this time you enter.

If this is the first time you set up for a reminder, you will need to allow Workday to push a notification.

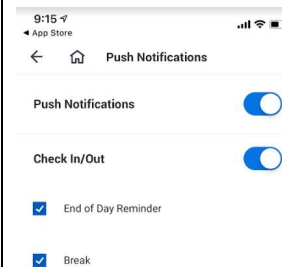
1. Select Push Notification Setting



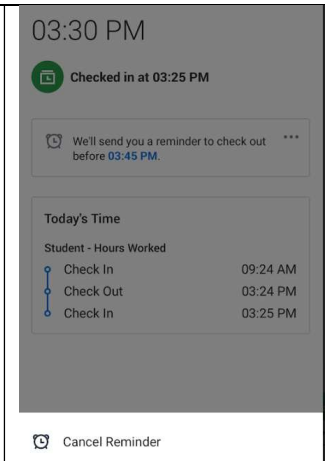
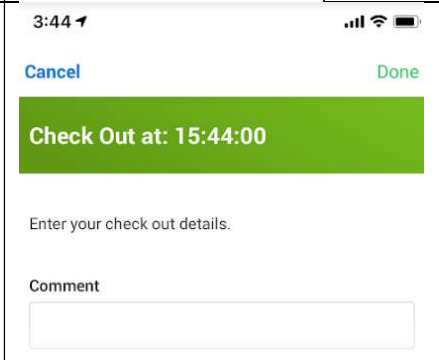
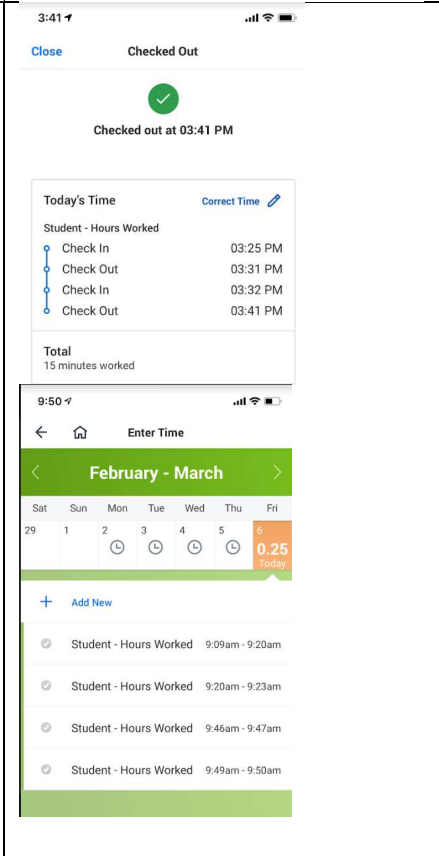
2. Select Allow



3. Select Push Notifications Check In/Out and check off End of Day reminder.

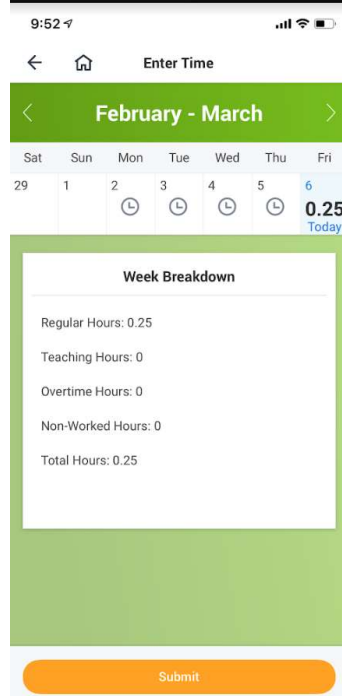


Workday Mobile App- Check In/Check Out Enhancements

<p>Cancel a reminder for check out.</p>		<p>Select Cancel Reminder.</p>
<p>You can add comments when check out.</p>		<p>Enter a comment for your supervisor if needed. If you do not need to enter a comment, just select Done in the top righthand corner.</p>
<p>You can edit your Check In and Check Out information when you check out.</p>		<p>Select the Correct Time option.</p> <p>You will be brought to a Enter Time screen. Select the Check in Entry you want to correct.</p> <p>You can edit the following information:</p> <ul style="list-style-type: none"> Check in Check out Position (if more than one) <p>You can select to Delete the entire entry.</p>

Workday Mobile App- Check In/Check Out Enhancements

You can review your time entry hours for the week during the check out process.



You can select to Review Time. The screen will show you the week hours worked. You can submit these hours to your supervisor.