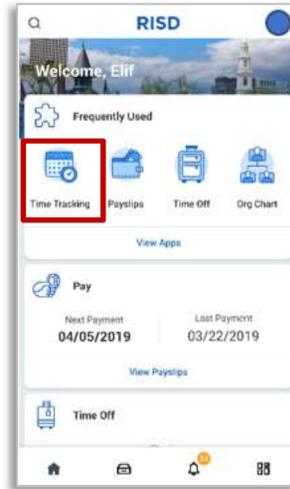Workday Time Tracking provides a mobile option that student workers can use to check in and check out of their positions and enter time.

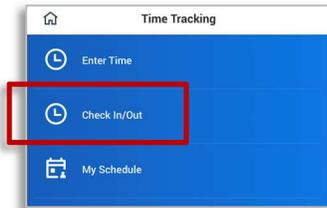## CHECK IN/CHECK OUT VIA MOBILE

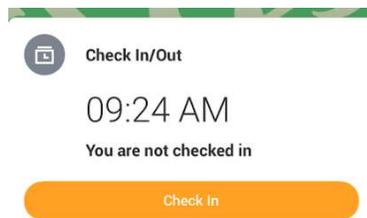From the Workday mobile app:

1. Select the **Time Tracking** worklet.

CHECK IN (STUDENT WORKERS)

**2.** Select **Check In/Out** to start recording time.

Or select Check In button from the Check In/Out Card

**3.** Select **Check In** when you start working.

4. Select the following:

   a. **Time Type:** Student-Hours Worked will default. If note: select Student-Hours from prompt

   b. **Position Field**: If you have multiple jobs it is important to select the position for which you are currently recording hours from the drop down
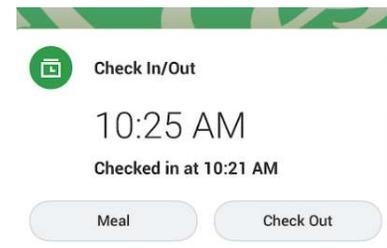
   Add a comment as needed.
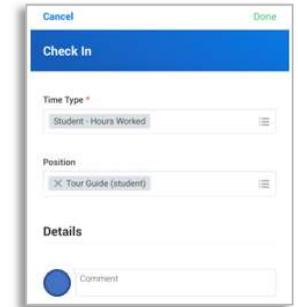
5. Click **Done**.

CHECK OUT (STUDENT WORKERS)

1. Tap **Check Out** when you stop working.

2. Select a **Check Out** reason of Meal or Out. Use the Check In/Out feature as required throughout the day.

   a. Use *Meal* if you clocked out for a meal break

   b. Use *Out* if you clocked out at the end of a shift.
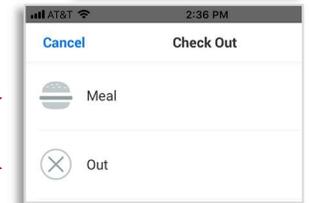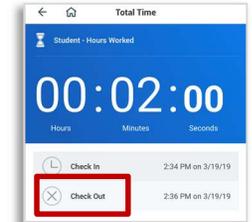
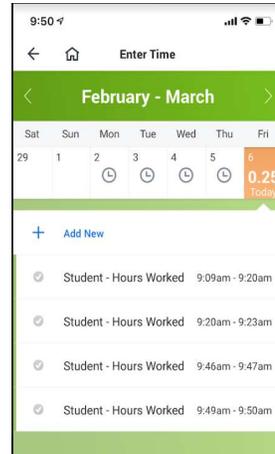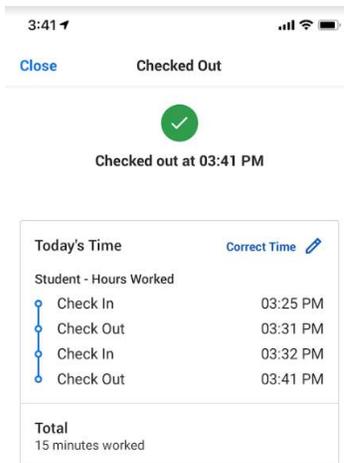Or you can Check Out from the Check In/Out card

3. 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.
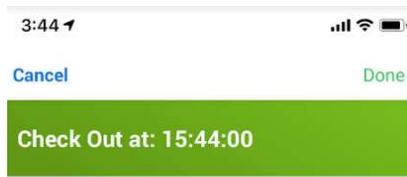
If need you can correct your time during check out by selecting Correct Time. Select the time that you want to correct from the Enter Time screen.

Note: *If you are scheduled to work more than six hours in a position, you are entitled to take a 30-minute, unpaid meal break. To take that break, select meal as the reason.*

After the meal break, you will need to check in again for the rest of your shift. Failure to check in from your meal break will result in incorrect timecard entry and could affect your pay.

SUBMIT WEEKLY TIME (STUDENT WORKERS)

Note: Student Workers time must be submitted weekly by midnight Friday

From the Workday mobile app:

1. Select the **Time Tracking** worklet.

2. Select **Enter Time**

3. Review and Submit your time