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.

ធ	Time Tracking
G	Enter Time
e	Check In/Out
Ē	My Schedule

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



WORKDAY

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3. Select Check In when you start working.



#### CHECK OUT (STUDENT WORKERS)

4. Select the following:

Hours from prompt

1. Tap Check Out when you stop working.

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

**b. Position Field**: If you have multiple

jobs it is important to select the

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









# Student Worker

**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.

3:44 -	al 🗢 🖿
Cancel	Done
Check Out at: 15:44:00	
Enter your check out details.	
Comment	

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.

3:41 🕇		al 🗢 🔳		9:50 প			al 🗢 🗉		
ose	Checked	Checked Out		ធ	E	inter Ti	me		
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	•		Sat	Sun	Mon	Tue	Wed	Thu	Fri
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Today's Tir	ne	Correct Time	+	Add	New				
Student - Ho	ours Worked		0	Stuc	lent - Ho	ours Wo	rked	):09am -	9:20am
Check I	n	03:25 PM							
Check (	Dut	03:31 PM	O	Stuc	lent - Ho	ours Wo	rked	9:20am -	9:23am
Check I	n	03:32 PM							
Check (	Dut	03:41 PM	0	Stud	lent - Ho	ours Wo	orked	9:46am -	9:47am
Total	worked		0	Stuc	lent - Ho	ours Wo	orked 9	9:49am -	9:50am



<u>Note:</u> 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

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Set	Sun	Mon	Tue	wed	Thu	1
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