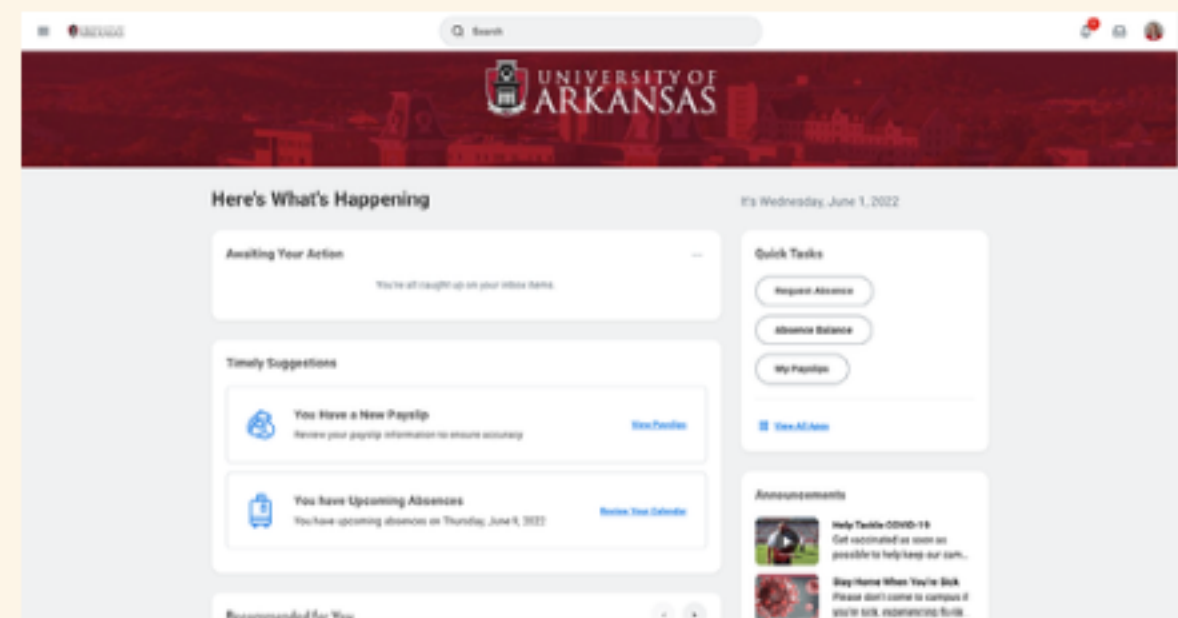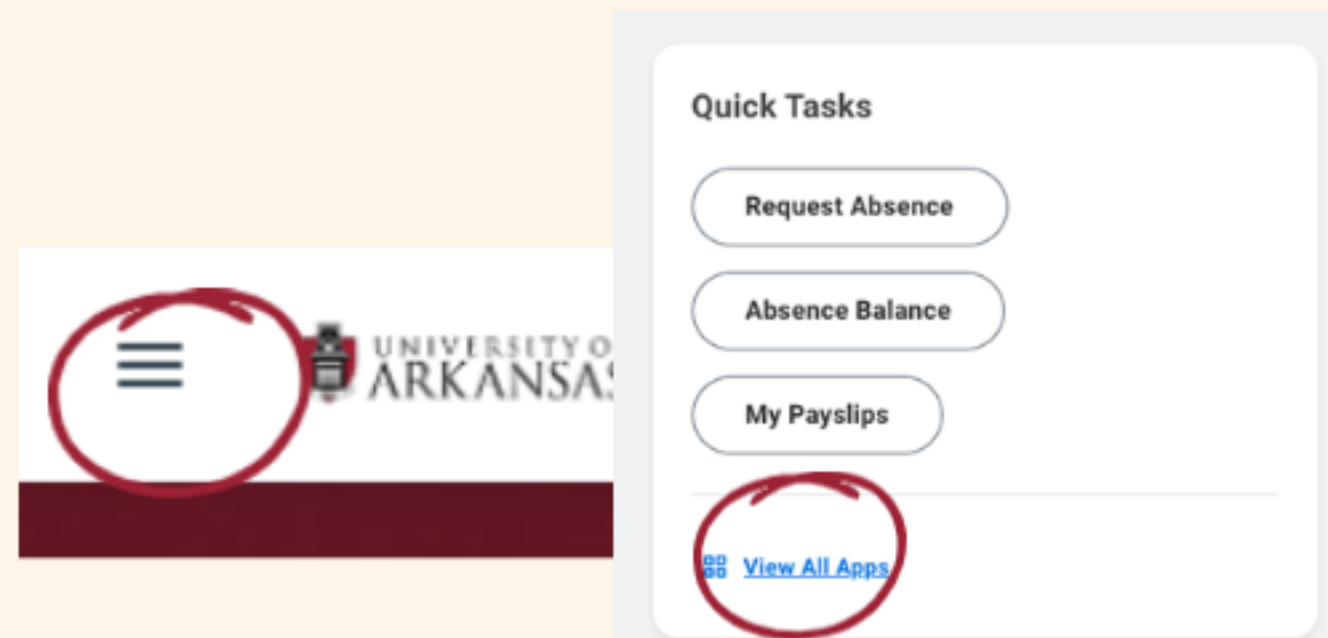# How to Log Hours in Workday (Desktop)

Step 1:

Log in to Workday. Your home screen should look similar to this one.
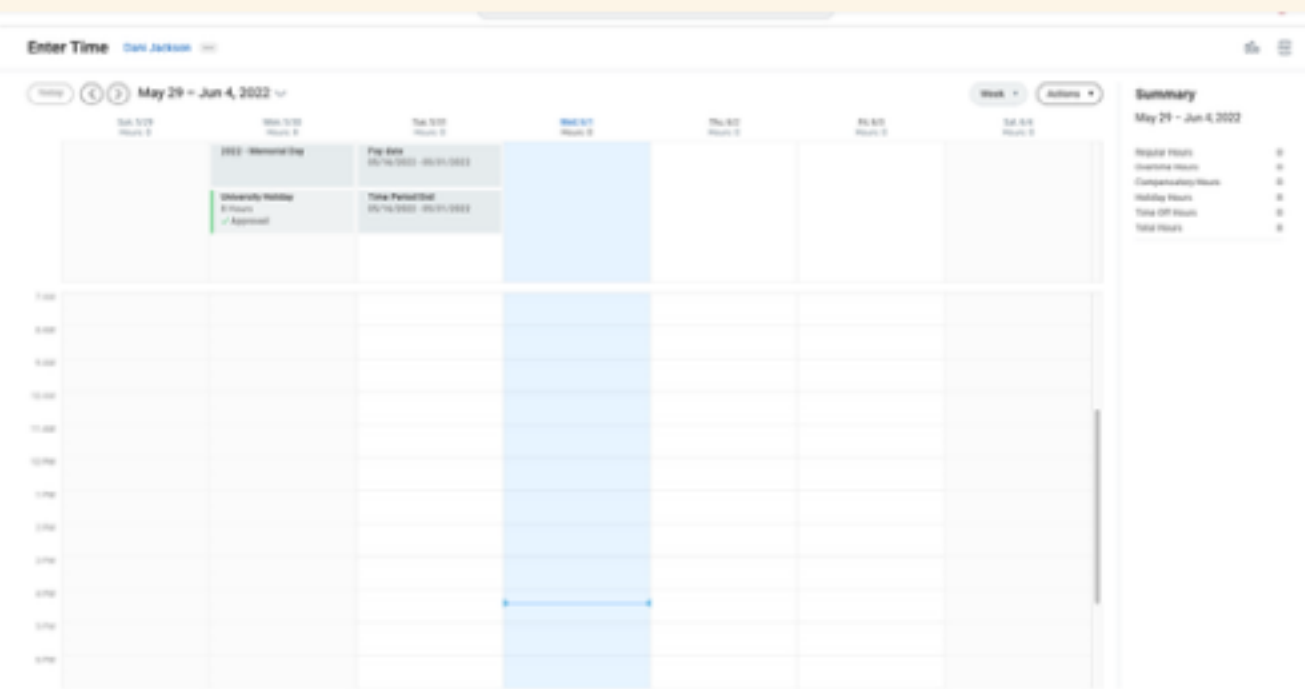
Step 2:

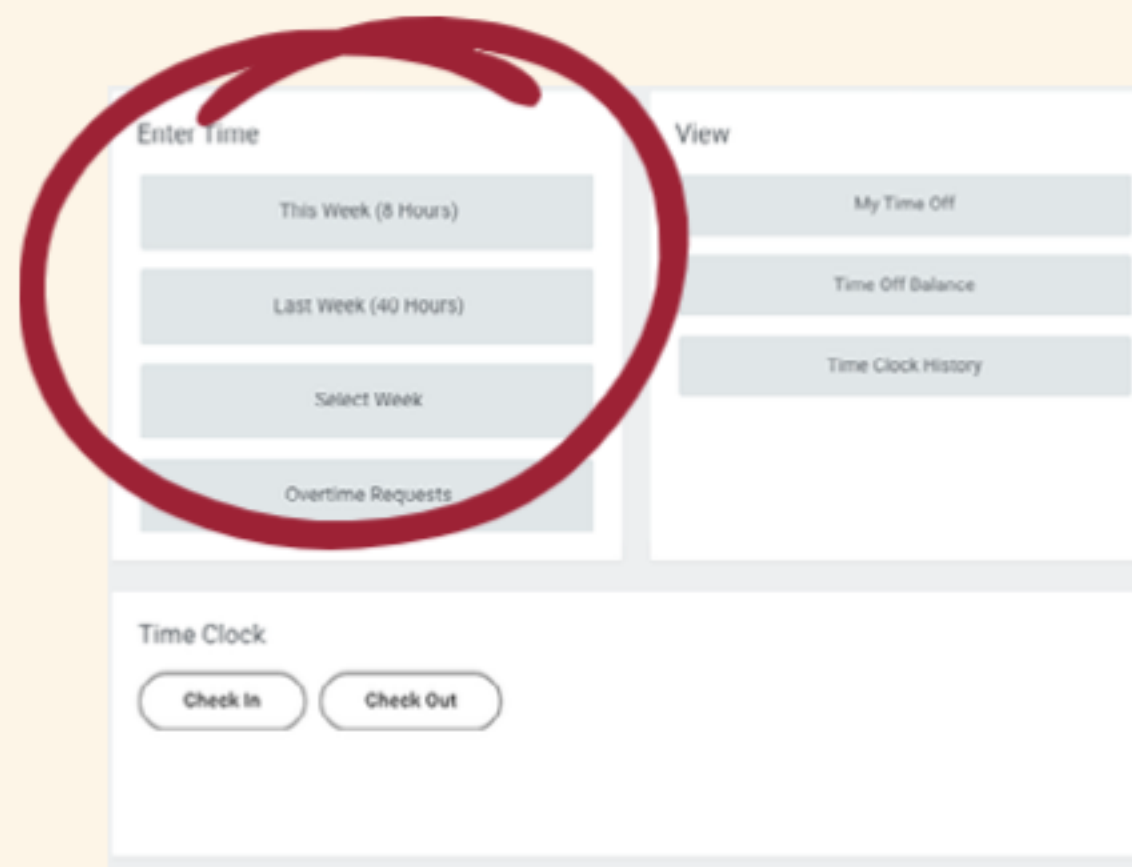Click on the hamburger menu in the top left corner OR "View all Apps" in the Quick Tasks bar on the right.
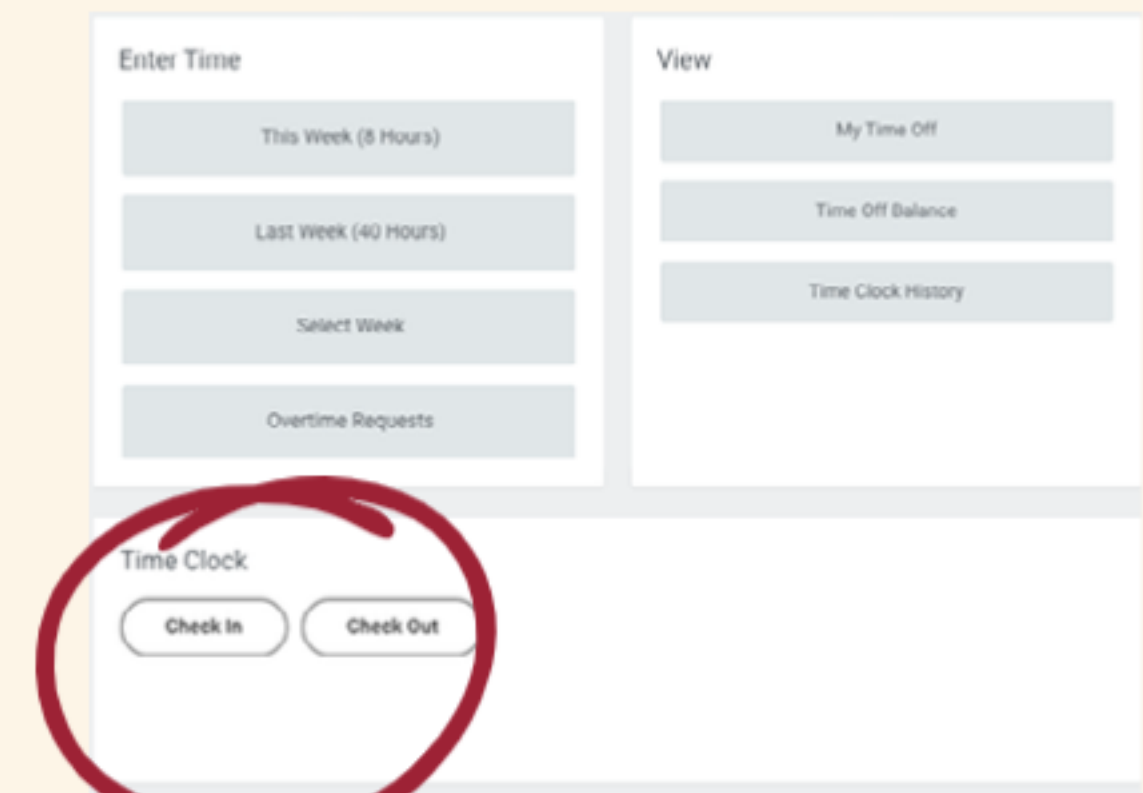
Step 3:

Click on the "Time" application

Step 4:

Click "check in" when you begin work and "check out" when you finish. If no mistakes are made, this can be the final step.

Alternate Step 4:

In order to log hours from previous workdays, use the buttons in the column under "Enter Time."

Step 5:

You will be directed to this calendar page. From here, you can click on the days you would like to log hours for.

How to Log Hours in Workday (Desktop)
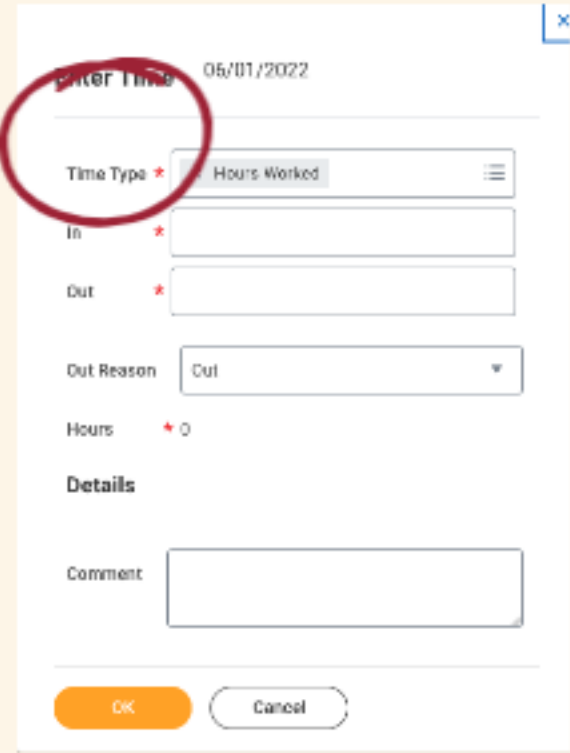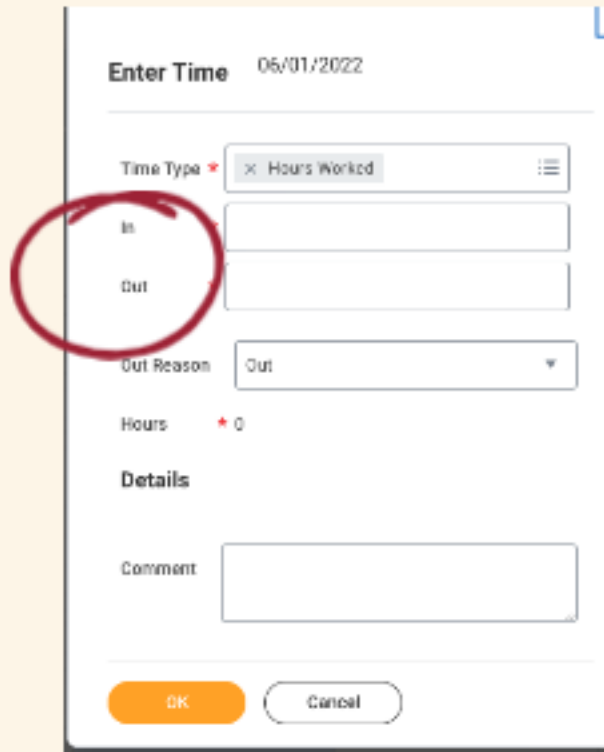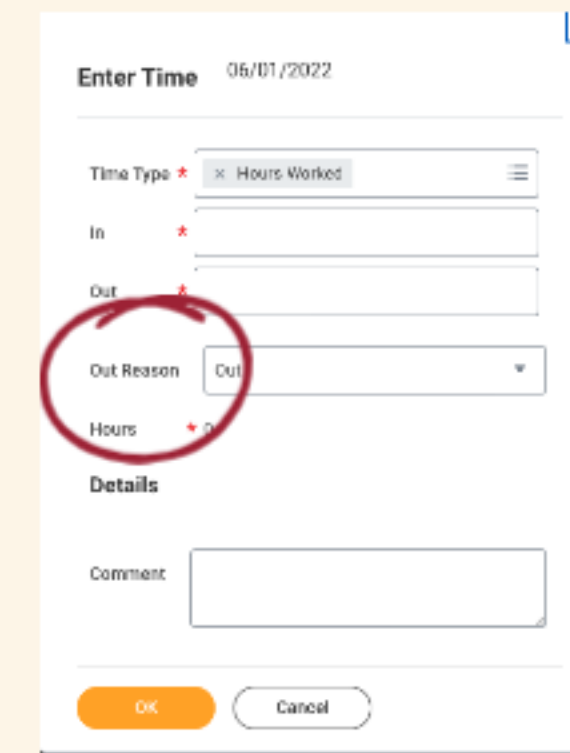
Step 6:

Once you click on the day, this window will pop up. In the "Time type" section you should select "Hours Worked."
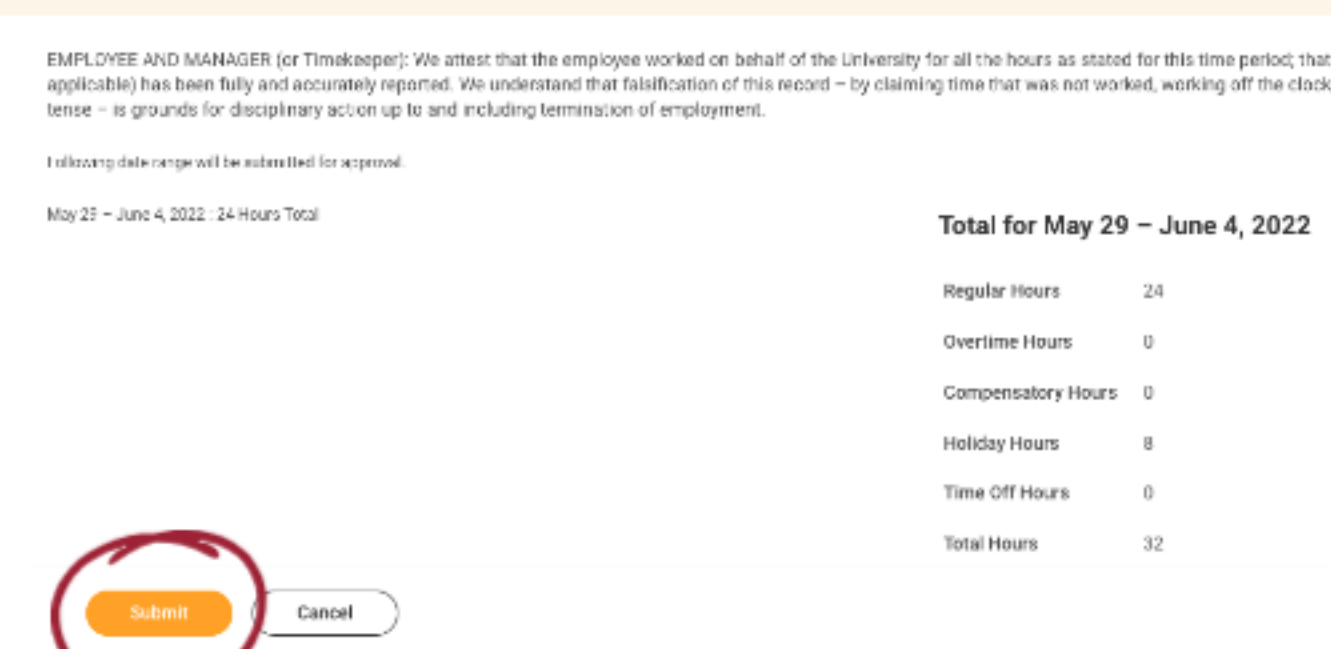
Step 7:

In the "In" section you should input the time you arrived for work. In the "out" section you should input the time you left work.
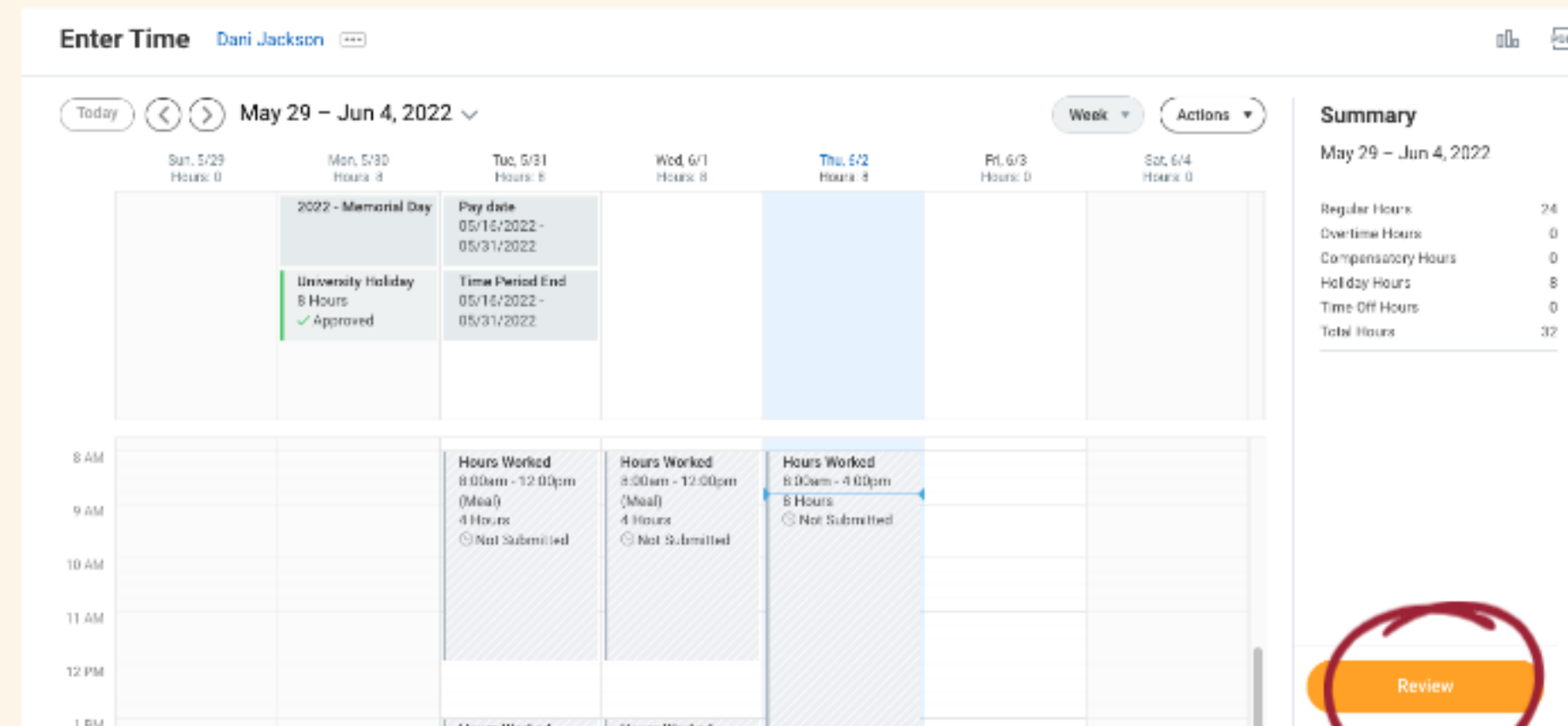
Step 8:

In the "Out Reason" section you will have two options: "meal" and "out." If you are taking a lunch break during work hours, you will need to select "meal" and clock out when you leave for lunch. When you return, you can clock back in. If you are leaving for the day, select "out."

Step 9:

Press "OK"

Step 10:

Once you click okay, review your calendar. If everything looks correct, click the orange "Review" button.
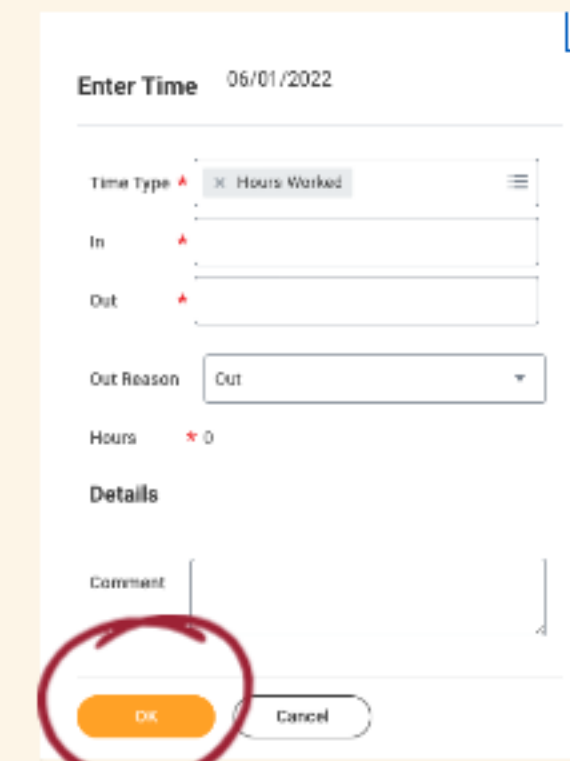
Step 11:

You will be directed to a window that looks like this one. Review your hours once more. Once you click "Submit" your logged time will be sent to your supervisor for approval. Now you've finished! :)