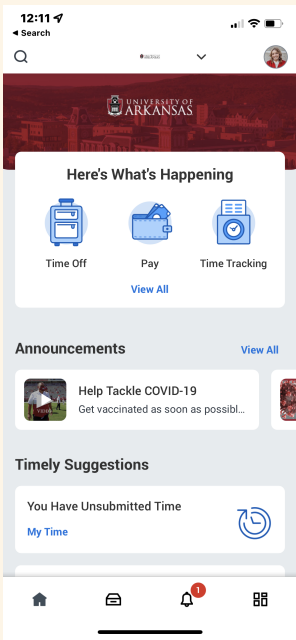
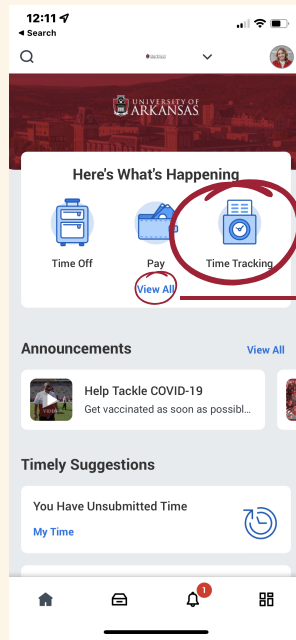


How to Log Hours in Workday (Mobile)



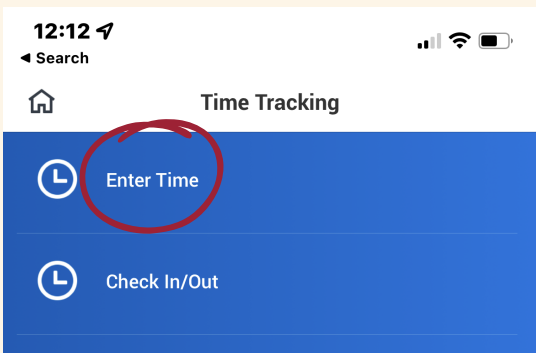
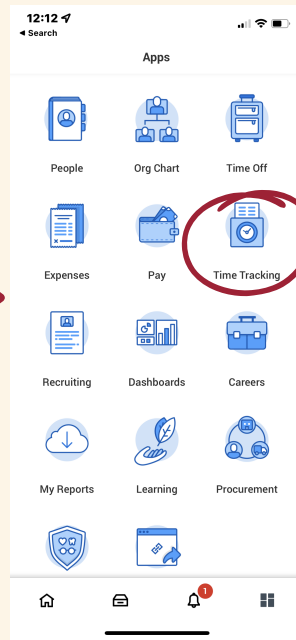
Step 1:

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



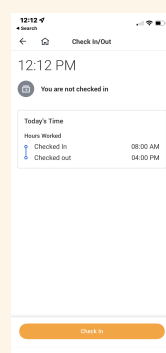
Step 2:

Click on the "Time Tracking" icon in the "Here's What's Happening" widget. If "Time Tracking" does not show on your home page, click "View All" and then "Time Tracking."



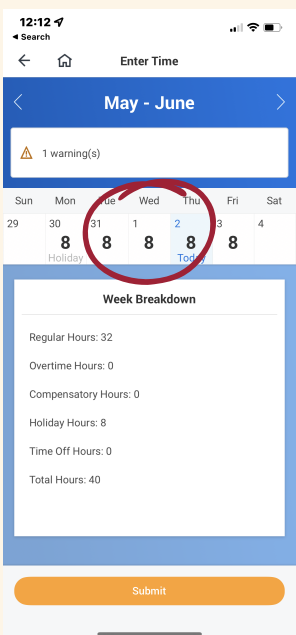
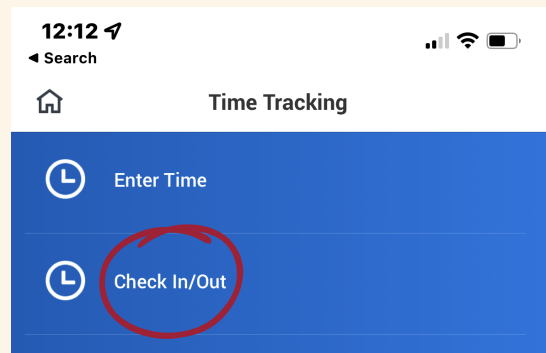
Alternate Step 3:

In order to log hours from previous workdays, use the "Enter Time" button.



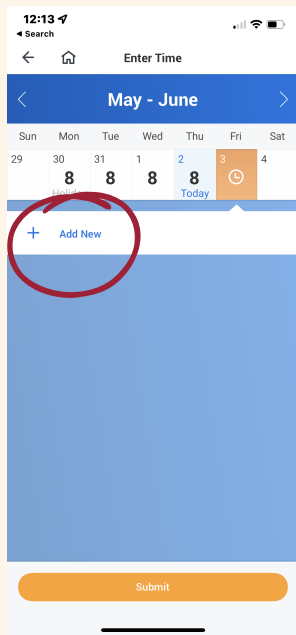
Step 3:

Choose "Check In/Out" to clock hours in real-time. The Check In/Out page will look like the above photo.



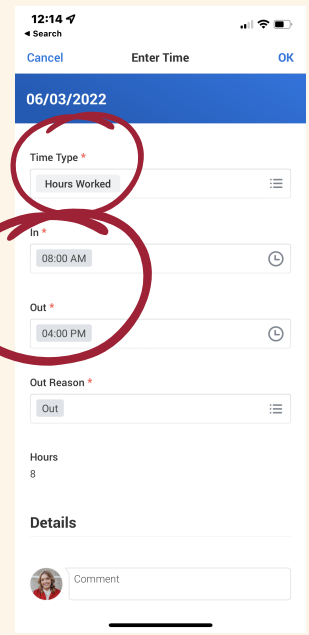
Step 4:

Clicking "Enter Time" will bring you to the calendar page. Select the day you want to enter time for by tapping on the calendar.



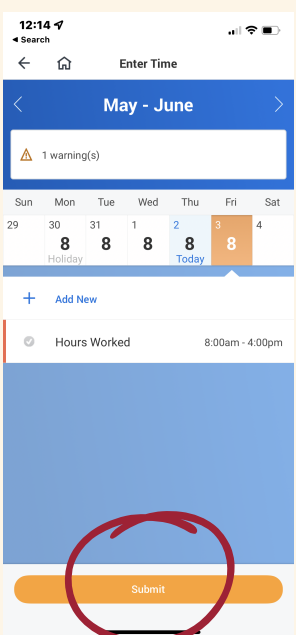
Step 5:

When you click on the date you need to enter time for, an "Add New" button will pop up below the calendar. Select this button.



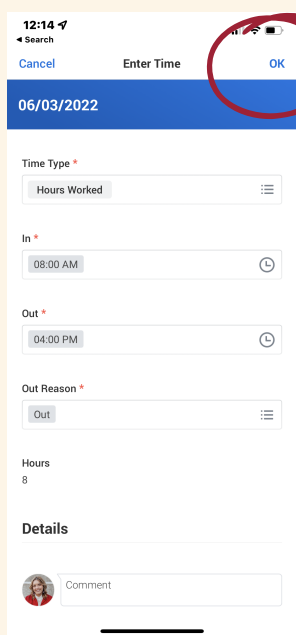
Step 6:

The "Time Type" section should say "Hours Worked." Input the time you began work in the "In" section and the time you left work in the "Out" section.



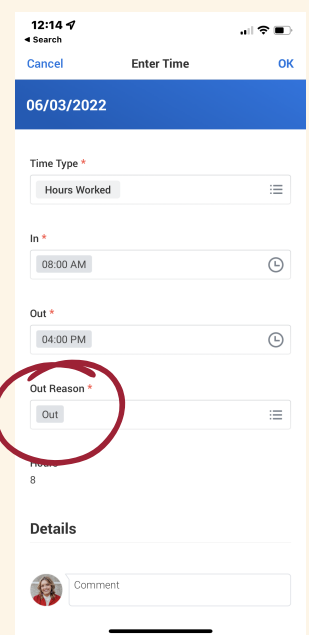
Step 9:

Once you press okay, your hours will show up in your calendar like the above photo. After carefully reviewing your calendar once more, select "Submit" to send your hours to your supervisor for approval.



Step 8:

After reviewing your hours, select "OK" in the top right corner to add your hours to the calendar.



Step 7:

If you are taking a lunch break during work hours, you will need to clock out and set the reason as "Meal" when you leave for lunch. Clock back in when you return. If you are leaving for the day, set the reason as "Out."