Check in using a Web Clock

All non-exempt employees (including students) must track their hours worked by utilizing a physical Workday time clock or the Workday web clock for checking in and out. The Workday web clock functions like the physical clock and time stamps are not adjustable. Please work with your Manager or Timekeeper if you need to adjust your In/Out times.

Process Flow

- Log into Workday using a desktop or phone application (as permitted)
- Select the ‘Check In’ button within the Time Application or by Searching ‘Check In’ in the search bar
- Select the ‘Check Out’ button within the Time Application or by Searching ‘Check Out’ in the search bar
- Review and submit time for the week through ‘Enter Time’ within the Time Application
- Submitted time routes to Manager for approval
- Check out and then check back in for any breaks during the day
- If clocked hours were incorrect, consult your Manager or Timekeeper for help
Steps to Check In

1. **Navigate to Check In:** There are several ways to navigate to the Workday Web Clock. One option is to use the Search Bar. Another option is to use the Time Clock application from the home screen. Either method will bring you to the Check In button

**Option 1:**

1. Search **Check In** using the **Search Bar** and select **Check In – Task**.
2. The following window will appear; review the auto-populated data
3. Use the comments field to make any notes for your manager
4. Select **OK**
5. Select **Done**
Steps to Check In

Option 2:

1. Navigate to the **Time Application** clock icon from the Workday Landing Page

2. In the Time Application, select **Check In** under the ‘Time Clock’ section

3. The following window will appear; review the auto-populated data

4. Use the comments field to make any notes for your manager

5. Select **OK**

6. Select **Done**
Steps to Check Out

1. **Navigate to Check Out** the same way as checking in

   **Option 1:** Search **Check Out** using the **Search Bar** and select **Check Out – Task.**

   ![Check Out - Task](image)

   **Option 2:** Navigate to the **Time Application** clock icon from the Workday Landing Page. In the Application select **Check Out**

   ![Check Out](image)
Submitting Your Time

After an employee has checked-in and checked-out for their work week, it is important that the work hours are submitted for approval. Note: Checking-in and checking-out does not automatically submit an employee’s timesheet to the manager for approval.

1. Select the **Time** application on your landing page
Submitting Your Time

2. Under **Enter Time**, select to submit either: **This Week**, **Last Week**, or **Select Week**
Submitting Your Time

3. If **Select Week** was chosen, you must enter the **date** for which you wish to submit hours

4. Select the orange **OK**
Submitting Your Time

5. Your timesheet for the week displays. The time blocks are in a status of “Not Submitted”

6. Select the orange **Submit** button in the bottom left
Submitting Your Time

5. On the following screen you must certify your hours. Select the orange Submit button

6. Once you select Submit, your timesheet routes to the manager for approval

Note: Timesheets should be submitted on a weekly basis and approved to meet payroll deadlines

Submit Time

For the work week indicated in this time calendar, I hereby certify that: (1) I have worked all the hours and/or effort reported on this submission; (2) any overtime was approved by my supervisor prior to being worked; and (3) I received all meals and rest breaks to which I was legally entitled. I understand that misrepresentation of hours worked and/or effort is a violation of law and may lead to disciplinary action, up to and including termination. If I have concerns about my ability to make this certification, I understand I must promptly report these concerns to University Human Resources, Employee/Labor Relations at 515-540-6000.

Following date range will be submitted for approval.

April 28 – May 4, 2019 : 40 Hours Total

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enter your comment

Submit  Cancel