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.

**Check In**

1. Present your Badge on the lighted square below the clock screen.

2. Ensure your name is displayed on the top left of the screen. Select **Check In**.

3. Should you have multiple positions, select the applicable position from the drop-down list.

4. Select **Start**.

5. You will see a Success message indicating your Check In was recorded.

**Check Out**

1. Present your Badge on the lighted square below the clock screen.

2. Ensure your name is displayed on the top left of the screen. Select **Check Out**.

3. You will see a Success message indicating your Check Out was recorded.

**Reminder:**
1) You must log into Workday to submit your timesheet for approval. Instructions are provided on page 2 and 3 of this guide for Submitting Your Time
2) All hours recorded from the physical time clocks are regular hours. Should they need coded as on call or call back hours, managers or timekeepers must make these changes on behalf of the employee in Workday.
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.

![Time application on landing page]

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

![Enter Time and View options]

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

4. Select the orange **OK** button

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

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

8. 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
Troubleshooting & FAQs

I forgot to check in or out and my hours for the day are incorrect:

1. Contact your manager or timekeeper, who can correct/edit your hours for the day. You are not able to correct your own hours

My badge does not work on my physical time clock:

1. Take note of the time, your manager or timekeeper will ensure your hours are recorded correctly
2. Try your badge on another clock to see if it works
3. Your manager may want to confirm that your record is correct in Workday. You may be experiencing issues if you are not hired into Workday with an hourly position
4. Work with your manager to contact the Solution Center with the following information:
   a. Your name and badge number
   b. Details of the issue: Is the clock not reading the badge, or are you getting an error message? If so, what does it say?
5. If recommended by the Solution Center, go to the ISU Card Office to obtain a new card
   a. Let the ISU Card Office know you have discussed this issue with the Solution Center
6. It may take up to two hours for your new card to be available in Workday and utilize at the physical time clock. Attempt to clock-in and contact ISU Card Office with the results

My timeclock is not functioning:

1. If multiple employees are experiencing issues, work with your manager to contact the Solution Center. Include the following information:
   a. Your name and badge number
   b. Details of the issue – is the clock not reading the badge, or are you getting an error message? If so, what does it say?

I checked in with the physical timeclock but do not see this on my Workday timesheet:

1. There is a delay between the time a swipe is completed at the physical time clock to when the data is fed to Workday and visible on your timesheet found in the Workday Time Application. This is typically around 10 minutes