**From the Home Page (iPhone)**

1. Select the Check In button in the Check In/Out landing page section

or

2. Select the **Time Tracking** application to open.

**Note:** If you do not see the Time Tracking application from the “Frequently Used” screen, you can select the application by clicking the icon in the bottom right corner of your phone screen.

**Note:** The ‘iPhone’ process will look the same on any system that runs on iOS, including iPads.

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Please contact the **Solution Center**

([solution@iastate.edu](mailto:solution@iastate.edu))

if you have issues downloading or logging into the Workday app.
**Check In/Out**

From the Time Tracking app, you can see the following:

a. Enter Time
b. Check In/Out

d. **Check In:**
   1. Select **Check In**
   2. Enter the following:
      a. **Time Type**
         Regular, On Call, Call Back, etc.
      b. **Position** (Auto-populates)
         **Note:** This appears for students with multiple jobs. Please select the position in which you are performing work.
   3. Select **Done** in the upper right corner

   *Required Field*
Check In/Out

- Once you have checked in, you have the option to set a reminder to check out. Workday gives recommended times, but you have the ability to select Other button and enter the time you want to be reminded.

**Note:** If you choose to set a reminder, you will be prompted to enable push notifications. The notification should appear on your mobile device ten minutes prior to the entered reminder time.
Check In/Out

**Check Out:**
Select the **Time Tracking** application or
Select **Check Out** on the Check In/Out section on the landing page

1. Select **Check In/Out**
2. Select **Check Out**
3. Select **Done**
From the Home Page (Android)

1. Select the Check In button in the Check In/Out landing page section

or

2. Select the **Time Tracking** application to open.

**Note:** If you do not see the Time Tracking application from the “Frequently Used” screen, you can select the application by clicking the icon in the bottom right corner of your phone screen.

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Check In/Out

From the Time Tracking app, you can see the following:

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Check In/Out

Once you have checked in, you have the option to set a reminder to check out. Workday gives recommended times, but you have the ability to select Other button and enter the time you want to be reminded.

Note: If you choose to set a reminder, you will be prompted to enable push notifications. The notification should appear on your mobile device ten minutes prior to the entered reminder time.

From the Time Tracking application, select Check In/Out

Check Out:
1. Select Check Out
2. Select Done
**Enter Time**

From the Time Tracking application:

1. Select “Enter Time”
2. Navigate to the correct week
3. Ensure the hours are correct
4. Select “Submit This Week”
5. Review the next page
6. Select “Submit”

**Note:** If a blue circle icon is present below the date, there is unmatched time that needs corrected.

- Checking in and out does not automatically submit an employee’s timesheet to their manager for approval
- Timesheets should be submitted on a weekly basis and approved to meet payroll deadlines
- Please work with your Manager or Timekeeper if you need to adjust your check in or out times