

Clock In & Out in Workday (Desktop)

Hourly
Employees

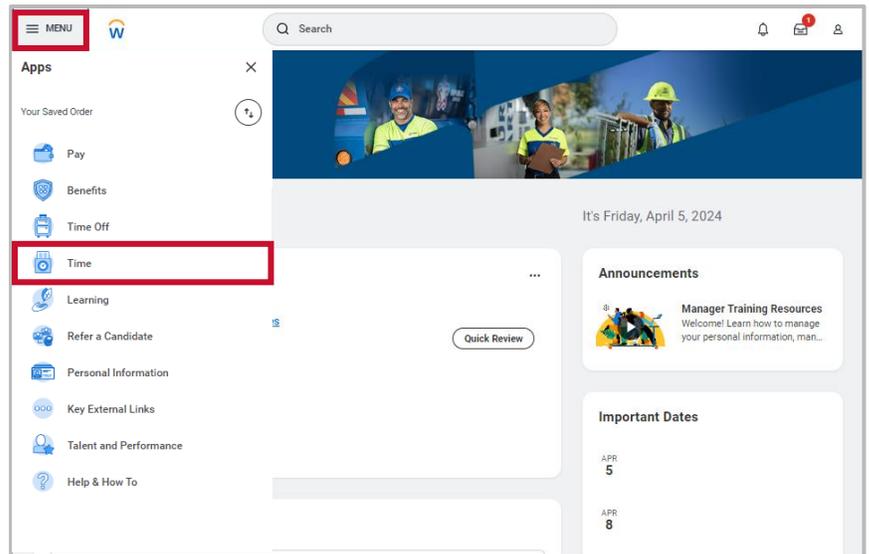
Purpose: This job aid provides the steps to clock in using the time clock in Workday (Desktop).

Note: This is only for company roles using Workday's time clock feature.

Clock In

01

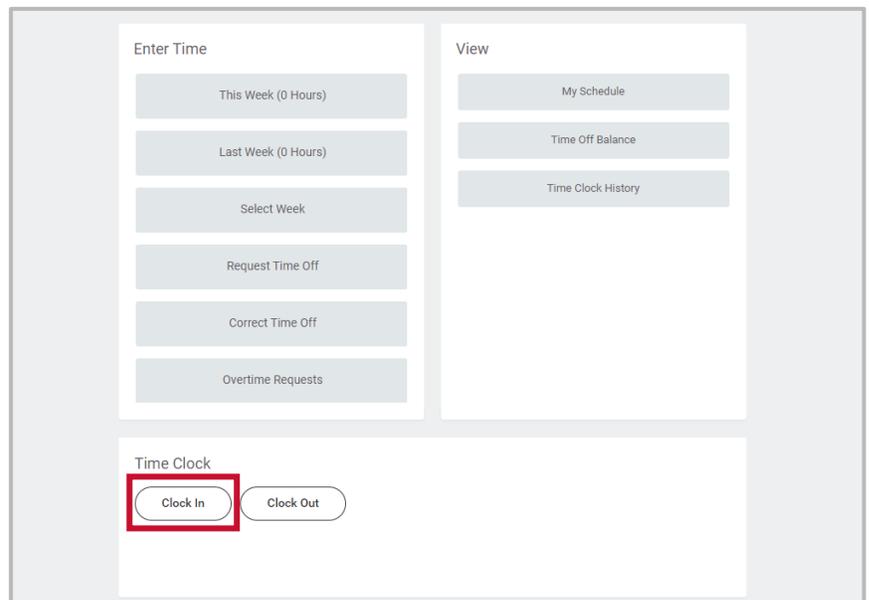
On the Workday homepage, select the **Hamburger menu** and click **Time**.



02

Click **Clock In** under Time Clock to clock in.

Note: It is important to remain consistent with the system you use to Clock In and Out.



03

Review **Time Type** and **Details** carefully.

California employees have the option to waive their meal period.

See your Leader for guidance or questions specific to your schedule.

Click **OK**.

The screenshot shows a mobile application interface for clocking in. At the top, it says "Clock In" with a close button. Below that, it prompts the user to enter work details. The form includes fields for Worker, Date (04/25/2024), Time (11:14 AM), and Time Zone (GMT-08:00 Pacific Time (Los Angeles)). A red rectangular box highlights the "Time Type" dropdown menu (set to "Hours Worked") and the "Details" section, which contains fields for Union, Classification, Did you waive your meal break?, and a Comment text area. At the bottom right, there are "Cancel" and "OK" buttons, with the "OK" button highlighted by an orange box.

04

A confirmation screen appears.

Click **Done**.

The screenshot shows a confirmation screen titled "Clock In". It displays the message "You have successfully clocked in at 04/22/2024 1:01 PM." At the bottom right, there is a yellow "Done" button highlighted with a red box.

05

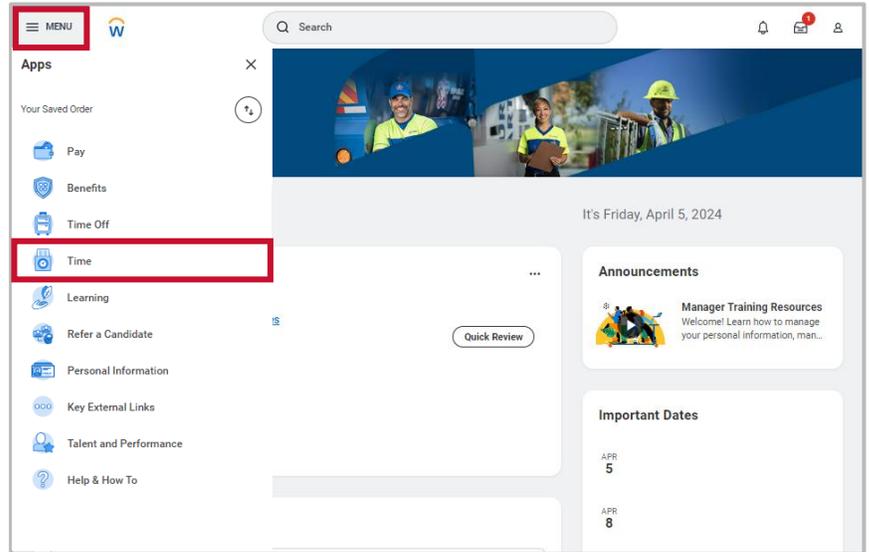
You can see a green checkmark to indicate the time you Clocked In.

The screenshot shows a "Time Clock" screen. It features a green checkmark icon and the text "Clocked In at 1:10 PM". Below this, there are two buttons: "Clock In" and "Clock Out".

Clock Out

01

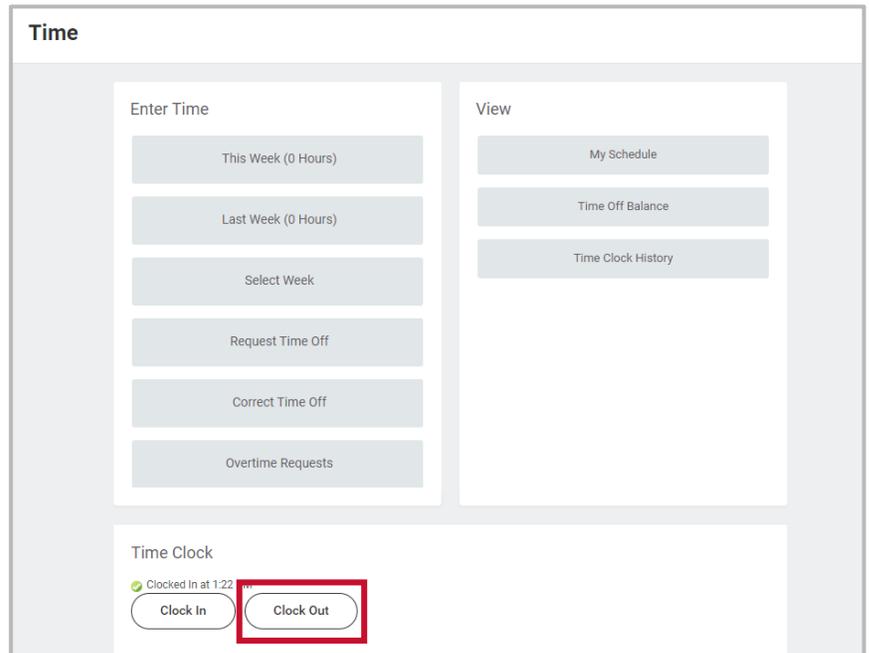
On the Workday homepage, select the **Hamburger** menu and click **Time**.



02

Click **Clock Out** under Time Clock to clock out.

Note: It is important to remain consistent with the system you use to Clock In and Out.



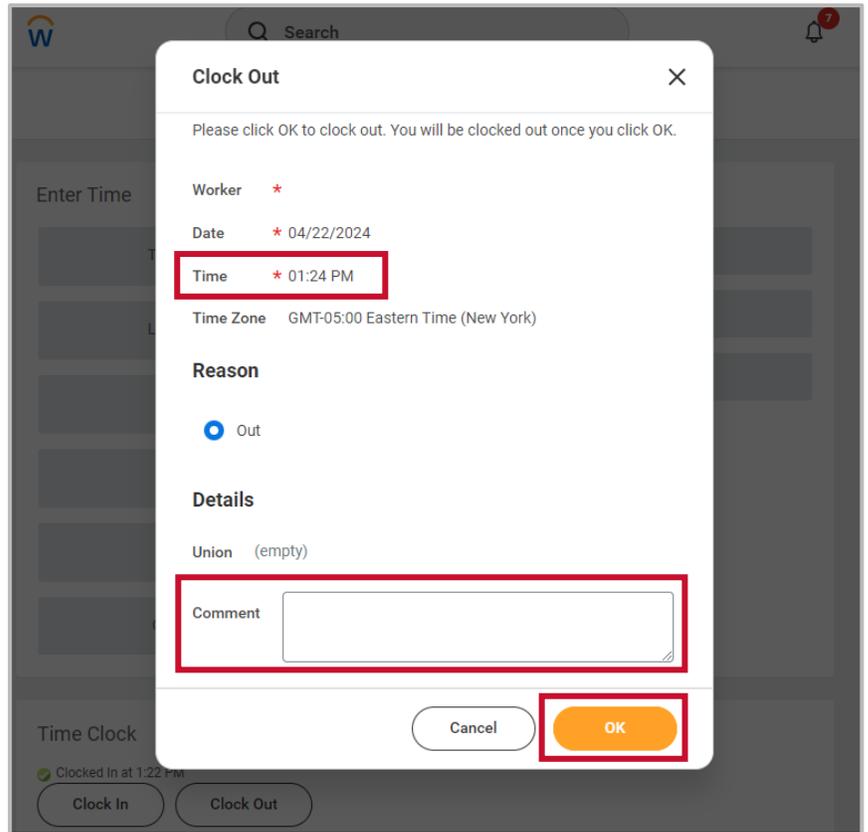
03

Carefully review your **Clock Out** time.

Add a **Comment** as needed.

See your Leader for guidance or questions specific to your schedule.

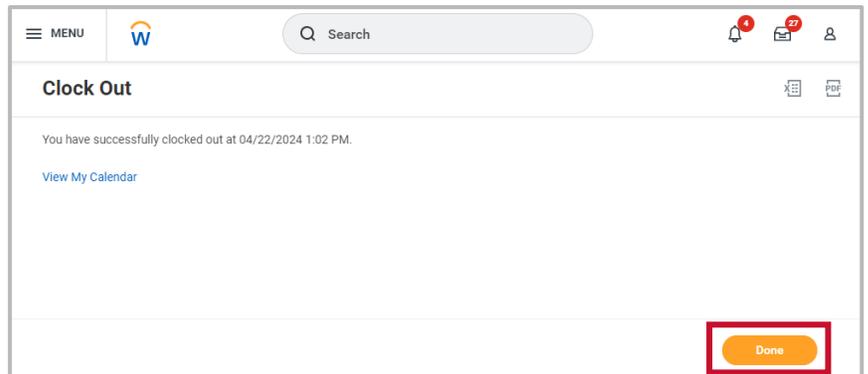
Click **OK**.



04

A confirmation screen appears.

Click **Done**.



05

You can see a red symbol indicating the time you Clocked Out.

