workday.

When to Use This Guide
Use this guide as a reference to help you track time and absences using the KABA mobile app.

Clock In

1. From the Time Clock menu select **Clock In**
2. You will receive a message letting you know that you have successfully clocked in
3. The KABA app will automatically close

Clock Out

1. From the Time Clock menu select **Clock Out**
2. You will receive a message letting you know that you have successfully clocked out
3. The KABA app will automatically close

Entering Time (outside of time punched in/out)

1. From the Time Clock menu select the appropriate Time Code
    a. If you are adding Worked Through Lunch a reason is required
2. Enter the number of Hours you would like to apply to this Time Code
    a. All hours should be entered as a positive value
    b. Entry should always be in hours and never minutes (Example: 0.5 hour NOT 30 minutes)
3. Select **Save**
4. You will receive a message letting you know that you have successfully entered additional time
5. The KABA app will automatically close

*Time can only be entered on the day you are tracking it. If time needs to be entered for a previous day, please coordinate this entry with your Manager or Timekeeper.

Request Time Off
Time off can also be requested from the Workday Mobile App or from the Workday URL on a Computer. You are not required to use the KABA mobile app for time off requests.

1. From the Time Clock menu select **Time Off**
2. Select the **Time Off Type** from the list of eligible Time Offs
3. Indicate the **Start Date** of your request
4. Indicate the **End Date** of your request
    a. When requesting time in the mobile app it is recommended that you request each day individually, so the end date would always be the same as the start date
5. Enter the number of hours requested for that day
6. Select **Save**
7. You will receive a message letting you know your time off request was successful
8. The KABA app will automatically close
9. The requested time off will be sent to your Manager/Timekeeper for approval

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    a. You will receive an email letting you know if your request was approved or denied. This can also be seen by logging into the Workday mobile app or by accessing Workday from your computer.

Additional Notes

- The KABA app will automatically log you out if you have been inactive for more than one minute
- You can not use the KABA app to review your time off balances. Your balances can be found in the Workday Mobile App or by accessing Workday from your computer.