

When to Use This Guide

Use this as a quick reference to guide you through the most common transactions an hourly TSM will perform in Workday.

USER TIP:

Did you try the WalkMe walk-through? It will show you, step-by-step, how to complete this change while you are making it! Just find on this icon on your Workday homepage and follow along!

Show me how 

Option A

Checking In

1. Under Timely Suggestions find **Your Next Check In** and click **Check In** on your home page
2. A page will pop up, scroll down, and click **OK**
3. You will see a note that you have successfully checked out. Click **Done**.

Checking Out

1. Under Timely Suggestions find **Your Currently Checked In** and click **Check Out** on your home page
2. A page will pop up, scroll down, and click **OK**
3. You will see a note that you have successfully checked out. Click **Done**.

Option B

Checking In

1. Click **View All Apps** on your homepage
2. Click the **Time** Application
3. Click the **Check In** button under **Time Clock**
4. A page will pop up, scroll down, and click **OK**
5. You will see a note that you have successfully checked in. Click **Done**.

Checking Out

1. Click **View All Apps** on your homepage
2. Click the **Time** Application
3. Click the **Check Out** button under **Time Clock**
4. A page will pop up, scroll down, and click **OK**
5. You will see a note that you have successfully checked out. Click **Done**.

Viewing your Timecard

1. Click **View All Apps** on your homepage
2. Click the **Time** icon
3. Under the **Enter Time** section you are given 3 options
 - A. Click **This Week** to see your time entered for this week
 - B. Click **Last Week** to see your time entered for last week
 - C. Click **Select Week** to see another week in the past

Entering Additional Time - (Time not punched)

1. Click **View All Apps** on your homepage
2. Click the **Time** app

3. Under the **Enter Time** section you are given 3 options
 - A. Click **This Week** to see your time entered for this week
 - B. Click **Last Week** to see your time entered for last week
 - C. Click **Select Week** to see another week in the past
3. You will then be brought to the time calendar
4. Click the **Enter Time** button on the bottom left
5. Then click **Enter Time by Type**
6. Click in the **Time Type** column and choose the Time Code you would like to enter time for
 - A. If you are adding Hours Adjustment, choose a comment in **Hours Adjustment Comment**
 - B. If you are adding Worked Through Lunch, choose a comment in **Worked Through Lunch Comment**
 - C. If you are adding Travel Time, a comment is not needed.
 - D. You can add an additional comment in the Comment section.
7. Under the date you would like to enter time for, enter the number of hours (e.g. .25 = 15 min, .5 = 30 min, .75 = 45 min)
8. If you need to enter hours for more than one-time type, click the plus sign to add another row and repeat steps 6 through 7.
9. When finished, click the **OK** button and review your entry.