

Contents

Enter Time Using Check In/Out 2

Submitting Time 3

Modify Previously Reported Time 4

Report Sick Time 4

Enter Time Worked for Mobile 5

Check In/Out (Hourly Employees) 6

Workday Time Clock Kiosk 7

Checking In 7

Entering a Break or Meal 8

Checking Out 8

Time Entry for Multi-Position Workers..... 9

Workday Time Tracking provides workers with many options for entering time. The options available depend on time entry configurations, business process security policies, and whether your organization uses calendar-based time entry or high-volume time entry.

Enter Time Using Check In/Out

Depending on your organization's configuration, you can enter time worked based on check-in and check-out times.

1. Access the **Time** application from the menu, or search **Check In**.
2. Select **Check In**.

The screenshot shows the 'Enter Time' interface in Workday. On the left, under 'Enter Time', there are buttons for 'This Week (0 Hours)', 'Last Week (.01667 Hours)', 'Select Week', 'Request Time Off', and 'Correct Time Off'. On the right, under 'View', there are buttons for 'My Time Off', 'Time Off Balance', and 'My Schedule'. At the bottom, under 'Time Clock', there are two buttons: 'Check In' (highlighted with an orange box) and 'Check Out'.

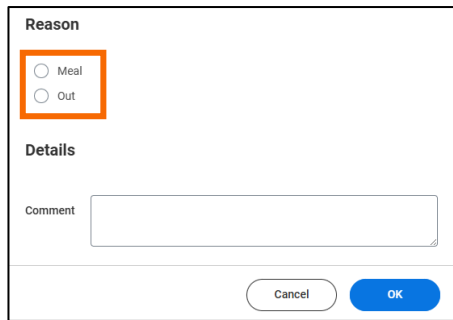
3. Enter the time type and details.

The screenshot shows the 'Check In' modal form. It includes the following fields and options:

- Worker:** Audrey Novak
- Date:** 02/13/2025
- Time:** 04:34 PM
- Time Zone:** GMT-06:00 Central Time (Chicago)
- Time Type:** Worked Time (selected from a dropdown)
- Position:** Facilities Administrator, Property Ma... (selected from a dropdown)
- Details:**
 - Job Profile:** (empty dropdown)
 - Cost Center:** (empty dropdown)
 - Division:** (empty dropdown)
 - Location:** Chicago (selected from a dropdown)

4. If you have multiple jobs, select the position you are entering time for.
5. Select **OK**, and then select **Done**.
6. After you have completed your work, navigate back to the Time application, then select **Check Out**.

7. Select a reason for check out.



Reason

☐ Meal

☐ Out

Details

Comment

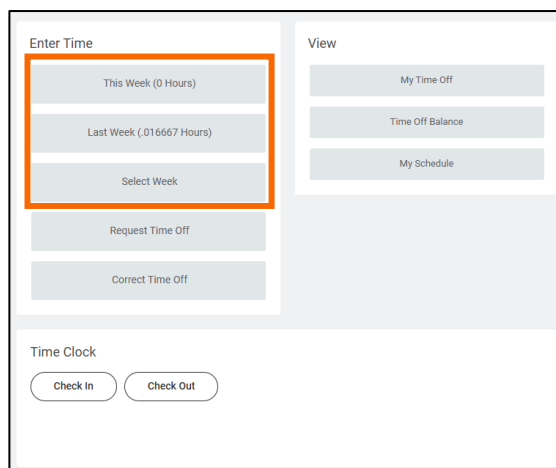
Cancel OK

8. Select **OK**, and then select **Done**.

Submitting Time

From the Time application:

1. Under **Enter Time**, select **This Week**, **Last Week**, or **Select Week** to open the calendar view for the



Enter Time

This Week (0 Hours)

Last Week (.016667 Hours)

Select Week

Request Time Off

Correct Time Off

View

My Time Off

Time Off Balance

My Schedule

Time Clock

Check In Check Out

week in which you wish to submit time.

2. Select **Review** from the lower right, and then select **Submit**.

Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true, complete and that all reported time complies with Rochester Institute of Technology policies

Following date range will be submitted for approval.

September 5 - 18, 2025 : 0.05 Hours

Total for September 5 - 18, 2025

Regular Hours	0.05
Overtime Hours	0
Doubletime Hours	0
Premium Hours	0
Sunday Premium	0
Holiday Work Hours	0
Paid Time Off Hours	0
Total Hours	0.05
Total Shift Hours	0
Total Non Hours Dollar Amount	0

enter your comment

Cancel Submit

Modify Previously Reported Time



Note: Student employees who need to correct check-ins or check-outs must work with their manager or timekeeper to correct.

Report Sick Time



Note: Student employees who need to report sick time should contact their manager and timekeeper to call out for the scheduled shift. The manager or timekeeper will enter the sick time on behalf of the student..

Enter Time Worked for Mobile

From the Time Tracking application:

1. Select **Enter Time**.
2. Select a day of the week on the calendar for your time entry. You can also use the auto-fill feature to automatically fill out your time based on the time you entered in a previous week.
3. Select **Add New**.
4. Confirm the time type and position. If selecting a project, from the Time Type prompt, select **Project Plan Tasks**, then select the project phase name and project task (if required).
5. Select any additional information your organization requires, such as Location and Division. Select the **In** and **Out** fields to enter the time, then select the **checkmark** to save.

The screenshot shows the 'Enter Time' mobile app interface. At the top, there are 'Cancel' and 'OK' buttons. Below them is an 'Out' field with a clock icon. Underneath is an 'Out Reason' field with a dropdown menu showing 'Out'. Below that is an 'Hours' field with a value of 0. A 'Close' button is located below the 'Hours' field. The main time entry area shows '5 : 30' with 'AM' and 'PM' options. Below this is a numeric keypad with buttons for 1 through 9, 0, and a checkmark. The '0' and 'checkmark' buttons are highlighted by an orange box.

6. From the Out Reason prompt, select a reason.
7. Enter any additional information.
8. Select **OK**. If incorrect, an error message will display.
9. Repeat the process to enter additional blocks of time for the day or week, as needed.
10. Select **Submit** or **Submit This Week** when you are ready to send your hours for approval. Review your submitted time and add any comments.
11. Select **Submit** again to acknowledge that the reported hours are accurate. Next steps for approval will display.



Note: This feature prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence.

Check In/Out (Hourly Employees)

From the Time Tracking application:

Select **Check In/Out**.

1. Select the **Yes, Share My Location** button.
2. Select **Allow**.
3. Select **Check In** when you start working.
4. Confirm the time type from the prompt. Add additional information as needed, including Meal/Break or Position.
5. Select **OK**.
6. To take a break, select **Break** and select a reason, such as Break or Meal.
7. When you are ready to start work again, select **Check Back In** and repeat steps 5 and 6. Use the Check In/Out feature as required throughout the day.
8. Select **Check Out** when you stop working.

Workday Time Clock Kiosk

The Workday Time Clock Kiosk is an easy and efficient time capture application for your hourly workforce. Employees can log in via their employee ID, check in, take breaks, and check out in a simple to use interface. Time capture data feeds seamlessly back into Workday.

Checking In

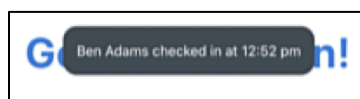
1. Log in with an employee ID to start a check in or a check out event.



Note: Your employee ID is your university UID. You can find this at start.rit.edu by selecting the **RIT | Information and Technology Services** banner and then selecting Show UID at the top of the screen. Know your 9 to log your time!

2. Enter your ID number, then select the **Log In** button. The time type of **Worked Time** displays.

3. Select the **Check In** button. A notification confirms the check in.



Entering a Break or Meal

1. To record a break or meal, log into the kiosk again. Workday keeps track of your previous time type and displays your available options.

The screenshot shows the 'Start Break' screen in the Workday Time Kiosk. On the left, a blue sidebar displays a back arrow, a user profile icon, and the name 'Ben Adams' with his job title 'P-00141 Shipping & Receiving Associate, Day Shift - Ben Adams'. The main area is white and shows the date and time 'Tuesday, January 21, 2025 | 12:52 pm'. Below this, it says 'Start Break at 12:52 PM' and 'Checked in at 12:52 PM | Duration: 00:00:19'. Under 'Select type', there are three radio button options: 'Break' (selected), 'Meal', and 'Out'. Below these is a 'Comment' text box. At the bottom are two buttons: 'Cancel' and 'Start Break'.

2. Select **Break** or **Meal** as your time type, then select the **Start Break** or **Start Meal** button, depending on your time type.
3. To check back in for work, re-enter your employee ID number, then select **Check In**.

Checking Out

At the end of your shift, from the Time Kiosk:

1. Enter your ID number, then select the **Log In** button.
2. Select **Out** as the time type.

The screenshot shows the 'Check Out' screen in the Workday Time Kiosk. The layout is similar to the previous screen, with a blue sidebar for user information and a white main area. The date and time are 'Tuesday, January 21, 2025 | 12:53 pm'. It displays 'Check Out at 12:53 PM' and 'Checked in at 12:52 PM | Duration: 00:00:11'. Under 'Select type', the radio button options are 'Break', 'Meal', and 'Out' (selected). There is a 'Comment' text box and 'Cancel' and 'Check Out' buttons at the bottom.

3. Select the **Check Out** button.

Time Entry for Multi-Position Workers

The Time Kiosk supports time entry for workers with multiple positions.

From the Time Kiosk:

1. Enter your ID number, then select the **Log In** button.
2. Select the **Position** field to choose the position you're capturing time for.

The screenshot shows the 'Check in' interface for Peter Sam. On the left, there is a profile card with a blue header, a back arrow, and a profile picture. The name 'Peter Sam' and ID 'P-02793 Product Developer - Peter Sam' are displayed. The main area has a title 'Check in at 12:53 pm' and a subtitle 'Enter your check in details'. It contains three input fields: 'Type' with a dropdown menu showing 'Worked Time', 'Position' with a dropdown menu showing 'P-02793 Product Developer - Peter Sam', and a 'Comment' field. At the bottom are 'Cancel' and 'Check In' buttons. The 'Position' dropdown is highlighted with an orange border.

3. The Position card displays. Select an eligible position to check in to.

The screenshot shows the 'Position' selection modal. It has a 'Cancel' button at the top left and a 'Position' title. Below the title is a search bar with a magnifying glass icon and the text 'Search'. There are two radio button options: 'P-02793 Product Developer - Peter Sam' and 'P-01164 Associate Product Developer - Peter Sam (+)'. The background shows the same 'Check in' screen as the previous image, but it is dimmed.

4. Select the **Check In** button.