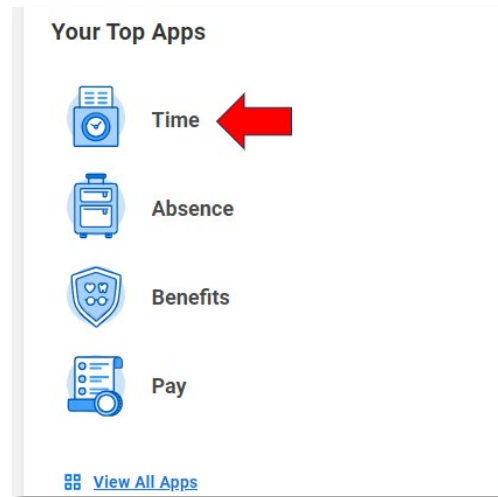




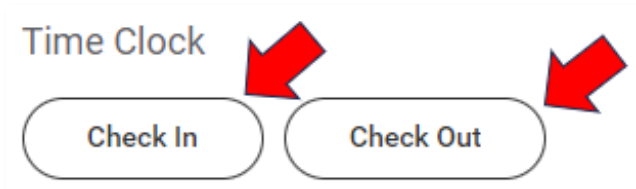
Entering Time and Submitting Timesheets

If you are an hourly employee, you must clock in and out using Workday to log your hours. The time you submit at the end of each week is accounted for in your bi-weekly pay.

1. Select the **Time** app in your Workday homepage.

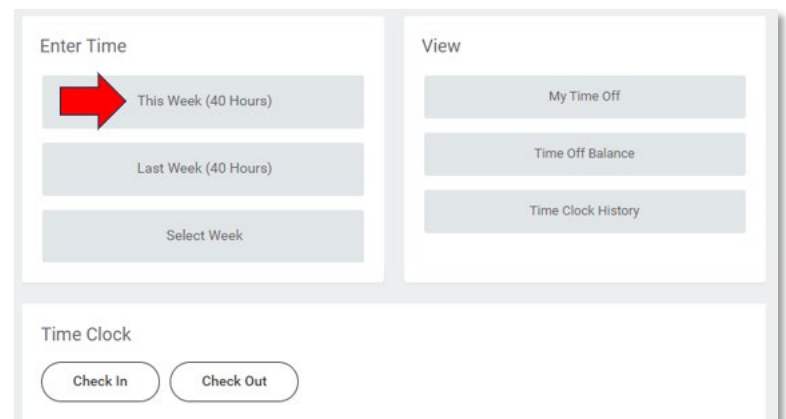


2. To clock in at the start of your day, or when you return from lunch, click **Check In**.

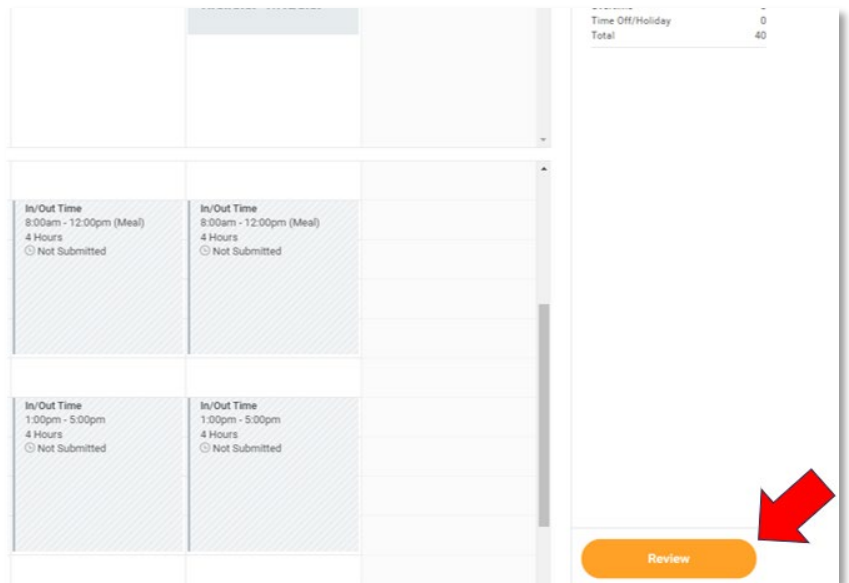


3. To clock out at the end of your day, or when you go to lunch, click **Check Out**.

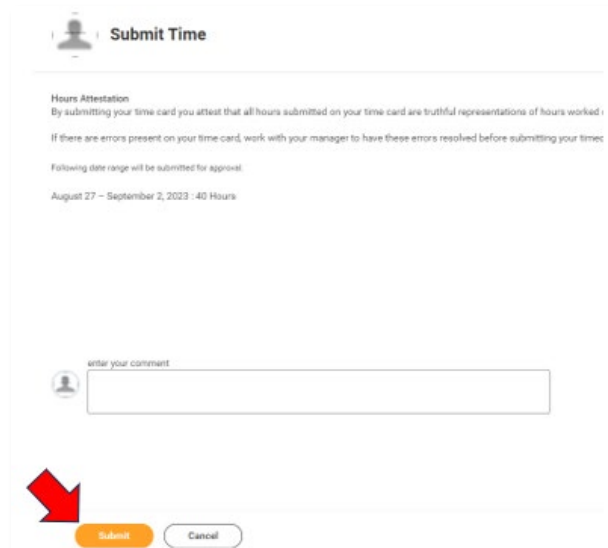
4. At the end of the week, you will need to submit your time so it can be approved by your Time & Absence Approver. To review the current week, click **This Week**.



It will take you to a weekly calendar view of your hours recorded this week. If everything is correct, click the orange **Review** button. If any of your hours are incorrect, reach out to your Time & Absence Approver for corrections.



5. On the Submit Time screen, click **Submit** to send your hours for approval.



6. Your weekly time has now been directed to your Time & Absence Approver.

You have submitted
Up Next: Time and Absence Approver