

SOP Employee Time Tracking



MAKING HEALTHCARE SAFER
SOINS DE SANTÉ PLUS SÉCURITAIRES

Managing Your
Time in Workday:

For Hourly and Field
Service Employees



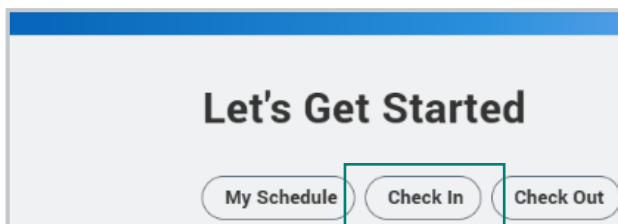
Calendar-Based User Interface

Workday Time Tracking provides workers 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.

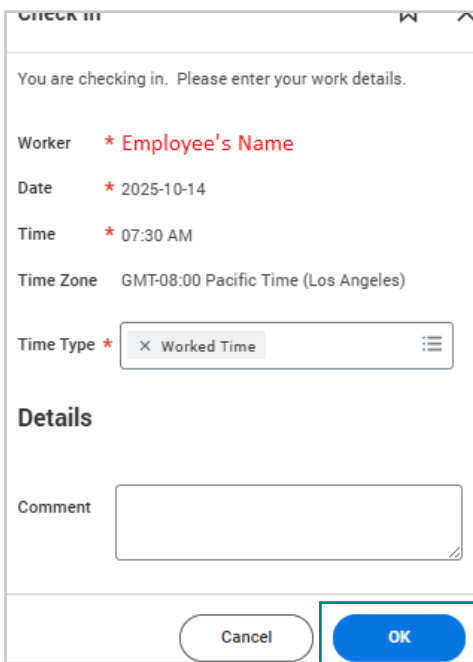
Enter Time Using Check In/Out

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

- 1 From the **Home Page** or **Time Application**, select **"Check In"**.



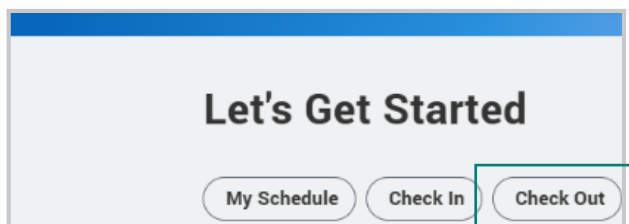
- 2 Confirm details, and select **"OK"**.

A screenshot of a "Check in" dialog box. The title bar says "Check in". The main text says "You are checking in. Please enter your work details." Below this are several fields: "Worker" with a red asterisk and the text "Employee's Name"; "Date" with a red asterisk and the value "2025-10-14"; "Time" with a red asterisk and the value "07:30 AM"; "Time Zone" with the value "GMT-08:00 Pacific Time (Los Angeles)"; and "Time Type" with a red asterisk and a dropdown menu showing "X Worked Time". Below these fields is a section titled "Details" with a "Comment" label and a text input area. At the bottom are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a green rectangular border.

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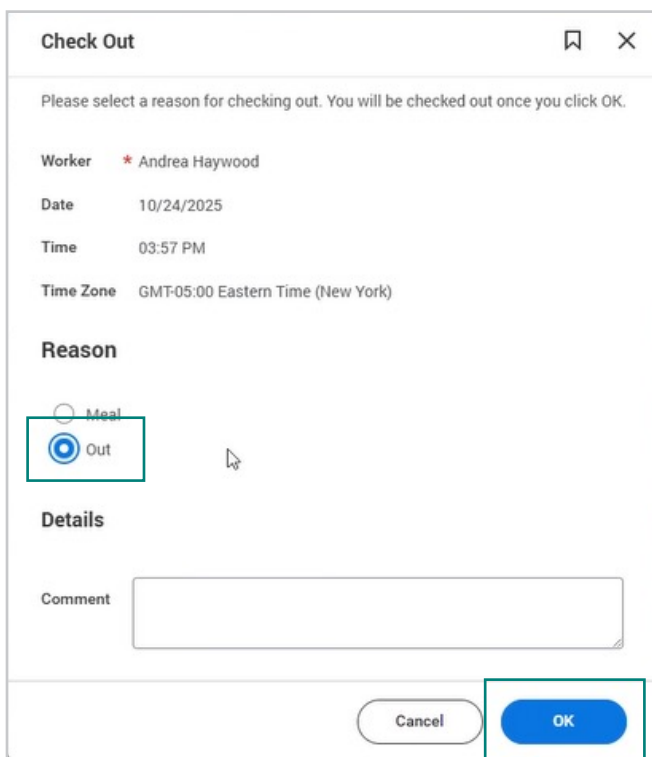
3 Checking Out

a) From the **Home Page**, Select “**Check Out**”.



b) Once on the **Check Out screen**, select a **Reason** for the check out.

c) Select “**OK**”.

A screenshot of a "Check Out" dialog box. The title bar says "Check Out" with a close button. The main text says "Please select a reason for checking out. You will be checked out once you click OK." Below this, there are fields for "Worker" (Andrea Haywood), "Date" (10/24/2025), "Time" (03:57 PM), and "Time Zone" (GMT-05:00 Eastern Time (New York)). Under the "Reason" section, there are two radio buttons: "Meal" and "Out". The "Out" radio button is selected and highlighted with a green rectangular border. Below the "Reason" section is a "Details" section with a "Comment" text area. At the bottom, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a green rectangular border.

Reminder: When checking out for lunch, you must check back in (following the steps above) once you go back to work.

Calendar-Based User Interface

View Details of Submitted Time

- 1 Select a time block **to view detailed information** about your time entry, then select the **“View Details”** button.

Time Block

PDF

Calendar

Close

9 Hours on 09/09/2025

Worker

Jon Westbrook

Date

09/09/2025

Status

Submitted

Reported

Calculated

History

Reported Quantity

9 Hours

Time Entry Code

Project Time (In/Out)

In

09/09/2025 08:00 AM GMT-05:00 Eastern Time (New York)

Out

09/09/2025 05:00 PM GMT-05:00 Eastern Time (New York)

Out Reason

Out

Position

Facilities Administrator, Property Management - USA Group

Source

User Entered

Time Block Comment

(empty)

- a) Select the **“Reported”** tab to view reported work time.
- b) Select the **“Calculated”** tab to view calculated time.
- c) Select the **“History”** tab to view the process history of a particular time entry.

Enter Time Worked for Mobile

For i-Pad

Use the **Time Tracking** application to enter time or to check in/out.

Check In/Out (Hourly Employees) for iPhone

From the **Time Tracking** application:

- 1 Select **“Check In/Out”**.
- 2 Select the **“Yes, Share My Location”** button.
Note: This feature prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence.
- 3 Select **“Allow”**.
- 4 Select **“Check In”** when you start working.
- 5 Select **“OK”**.
- 6 Select **“Check Out”** when you stop working.