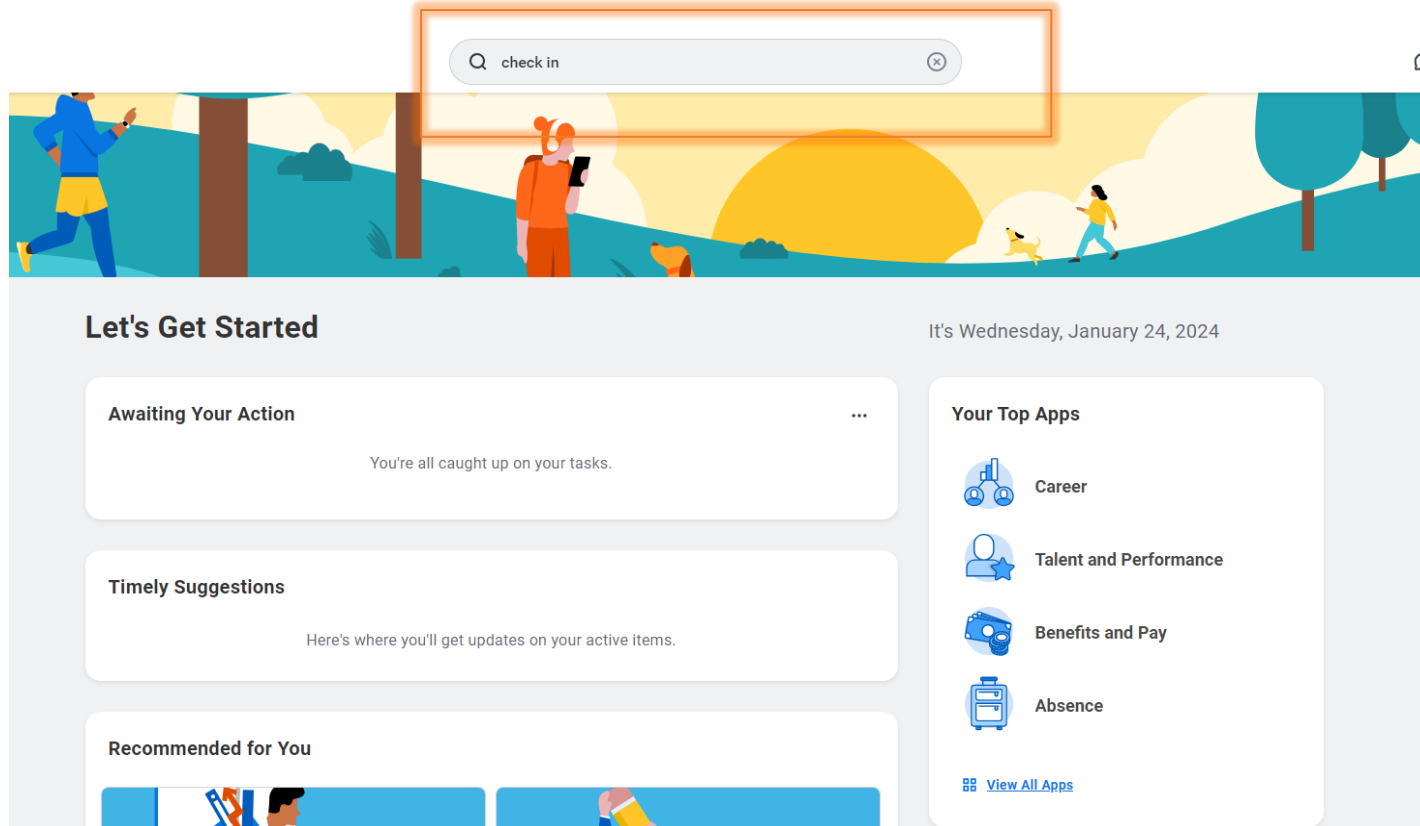# Checking (Clocking) In and Out

Action: Non- Exempt Employee

Check In (Clocking in)

Workday uses the verbiage "Check in" for clocking in.
This is to be used when starting your work time.

Type *check in* at search bar

Select *Check In*

Q   check in   ⊗

Tasks and Reports

Check In
Task

External Payslips - Gross and Net History
Report
This report enables the current worker to view gross and net pay for the previous 6 months.

My Manager Check-Ins   ⟵   Note: This
Report   is not to
                                   be used

Ensure mandatory* fields are accurate and press OK

*= Mandatory

Check In

You are checking in. Please enter your work details.

Worker	*
Date	* 01/24/2024
Time	* 09:50 AM
Time Zone	GMT-05:00 Eastern Time (New York)
Time Type *	✕ Regular Time

Details

California Missed Meal Penalty Waiver	
Location	
Job Grade	
Comment	

OK   Cancel

Success!

Check Out (Clocking out)

Workday uses the verbiage "Check out" for clocking out.
This is to be used when ending your work time.

Type *check out* in search bar
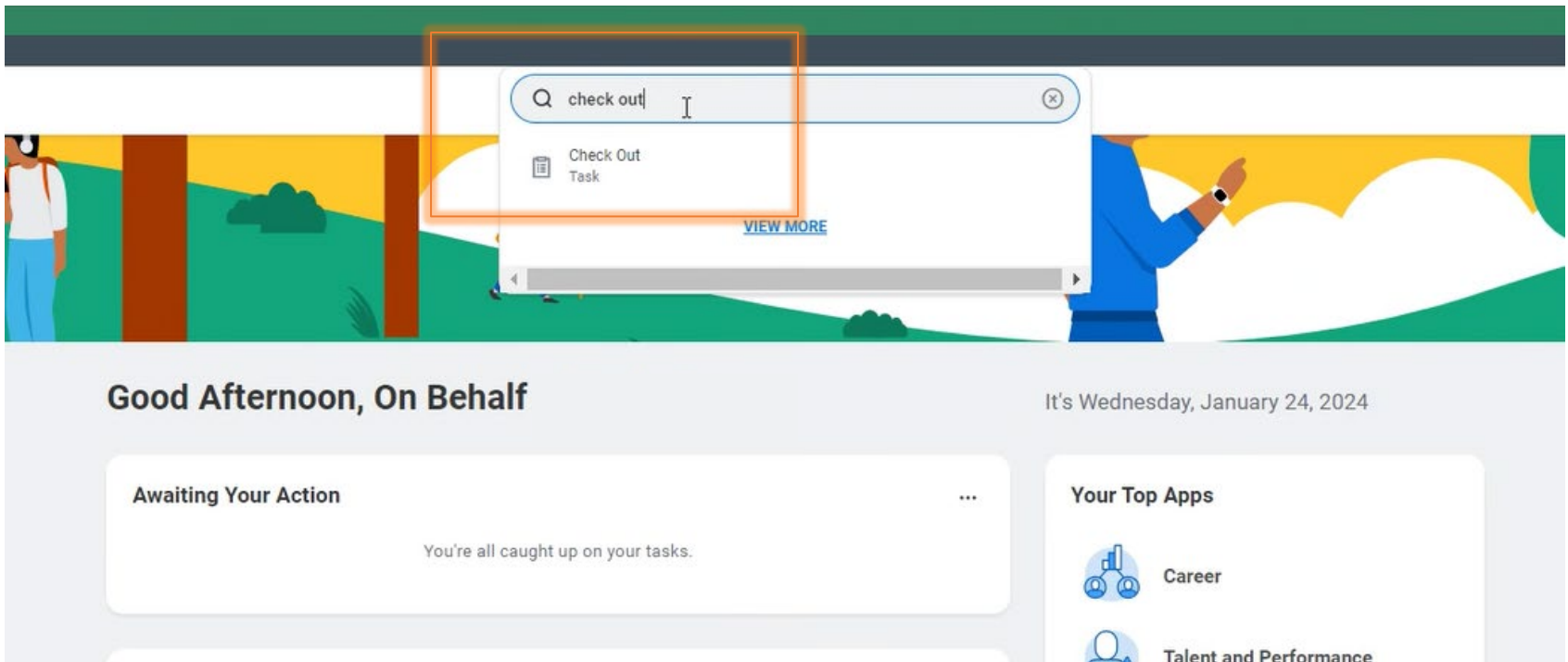
Choose reason and press *OK*

Success!

You can also check in and out via Time