



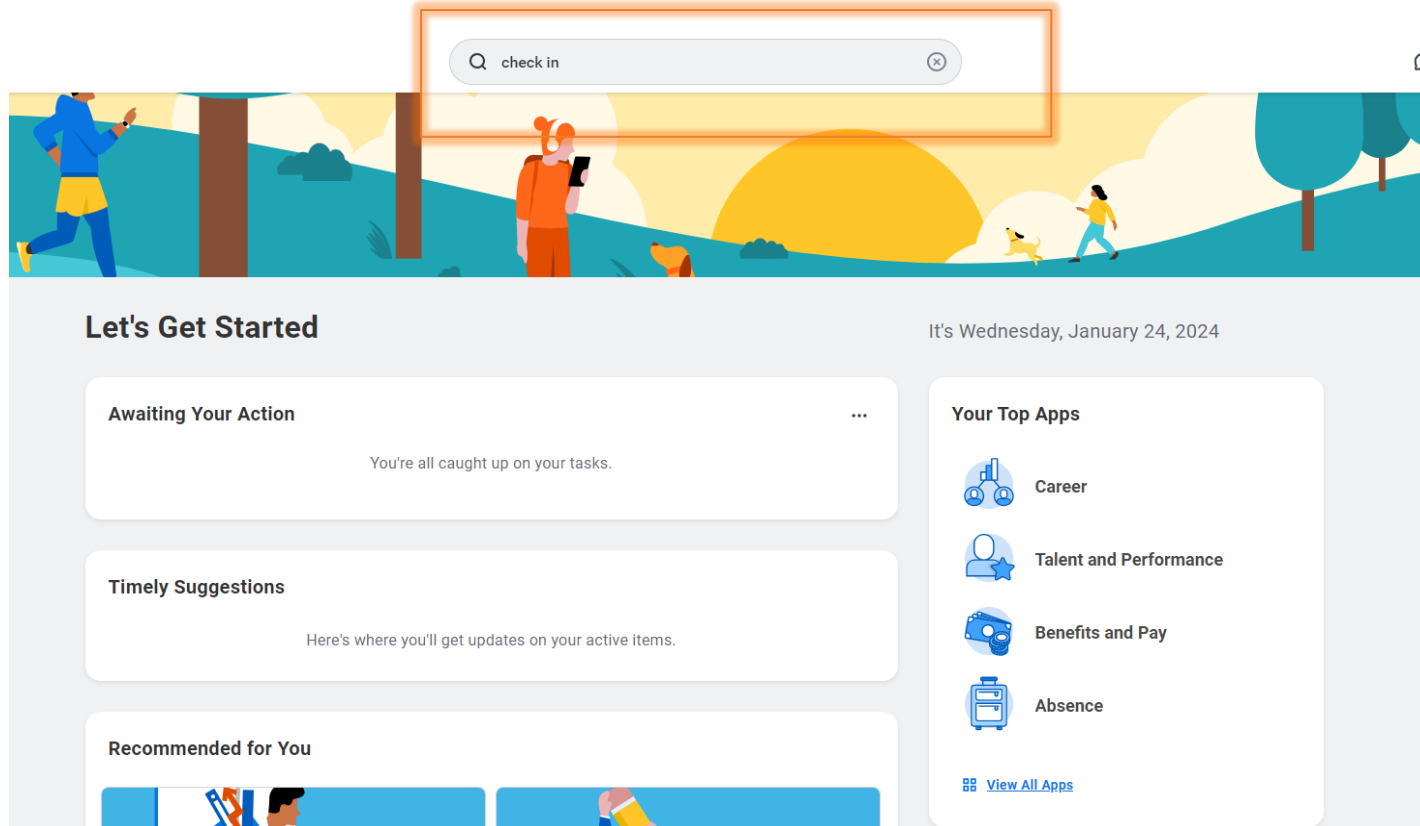
Checking (Clocking) In and Out

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

Report



**Note: This
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 *

Details


California Missed Meal Penalty Waiver

Location

Job Grade

Comment

Success!

☰ MENU 

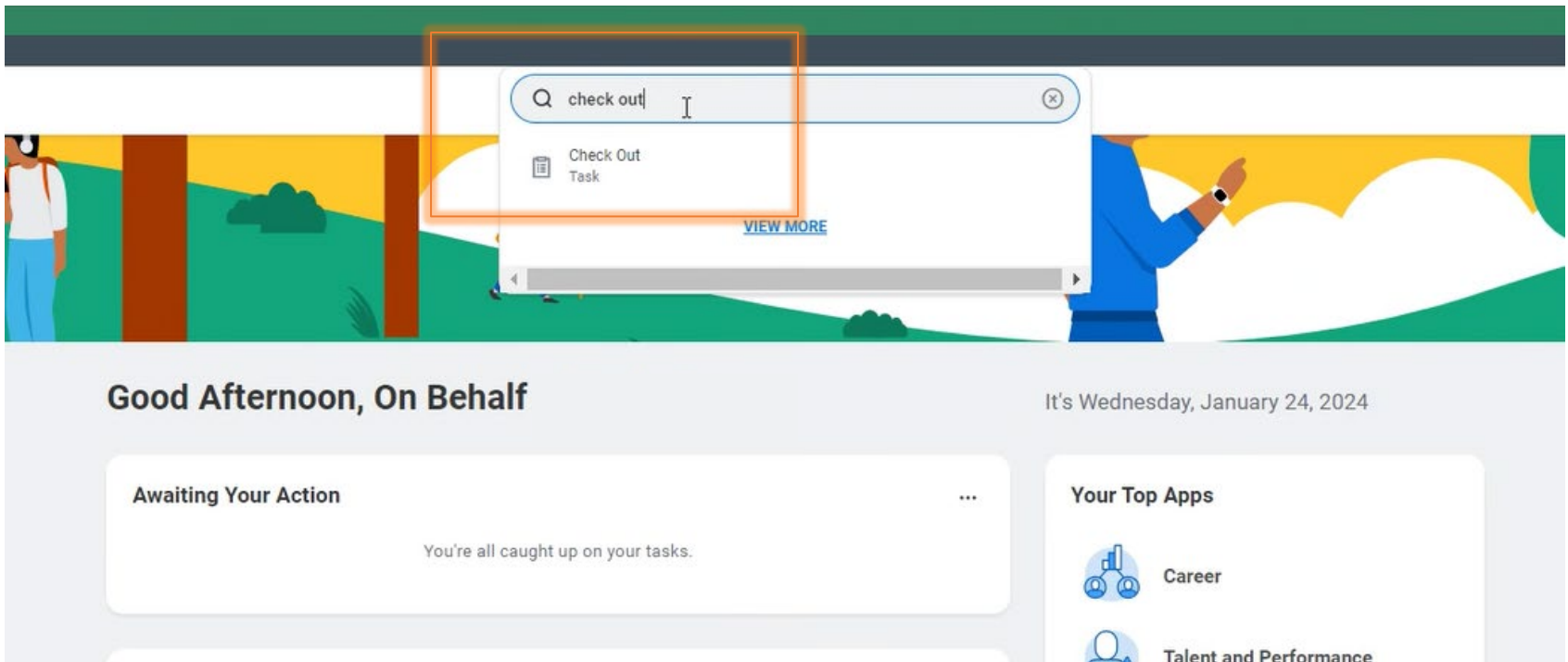
Check In

You have successfully checked in at 01/24/2024 1:46 PM.

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*

Check Out

Please select a reason for checking out. You will be checked out once you click OK.

Worker *

Date * 01/24/2024

Time * 01:43 PM

Time Zone GMT-05:00 Eastern Time (New York)

Reason

Break

Meal

Out

Details

Comment

OK Cancel



Success!

☰ MENU



🔍 check out

Check Out

You have successfully checked out at 01/24/2024 1:45 PM.

[View My Calendar](#)

You can also check in and out via Time

≡ MENU | W

Q Search

Time

Enter Time

- This Week (40 Hours)
- Last Week (40 Hours)
- Select Week

View

- My Time Off
- Time Off Balance
- My Schedule

Time Clock

Checked In at 1:19 PM

- Check In
- Check Out