

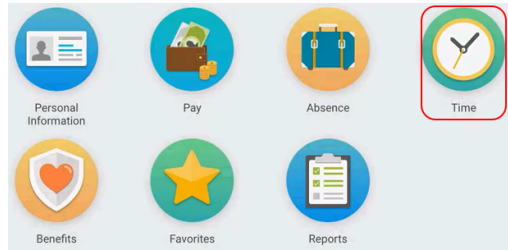
Time Tracking:

Entering Time Worked via Workday Web Clock

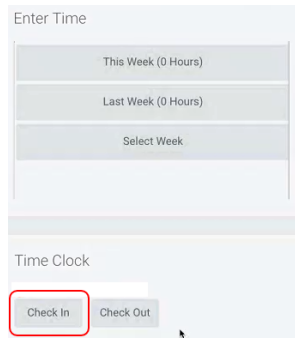
ENTERING TIME WORKED VIA WORKDAY WEB CLOCK

This process applies only to student workers. Please confirm with your manager which way they would like you to enter your time. Student Workers have the ability to enter time via Workday Web Clock OR Workday Time Calendar.

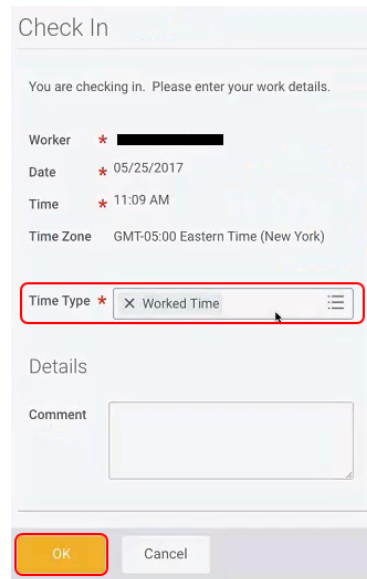
Click on the Time worklet:



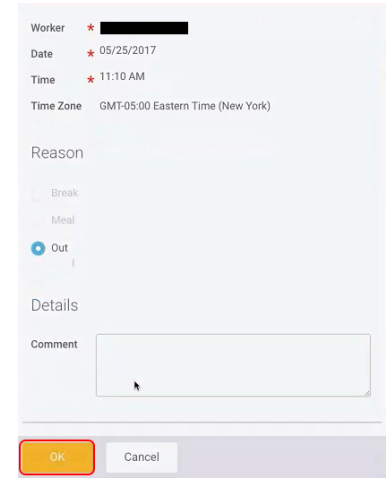
1. Click **Check In**.



- 2. Your name will appear as the worker.
- 3. The current date and time will be displayed.
- 4. Make sure Time Type shows Worked Time.
- 5. The Comment field is optional.
- 6. Click **OK**.
- 7. Click **Done**.



- 8. After work is done, navigate back to the Time worklet and click **Check Out**.
- 9. The reason should automatically fill for Out.
- 10. The comment field is optional.
- 11. Click **OK**.
- 12. Click **Done**.



If you have forgotten to clock in or out, please see your manager and they will make any time corrections that are necessary.