



How to Clock-In and Out on Workday

<i>Author:</i>	<i>Date Written: 12/11/2024</i>
<i>Approved by:</i>	<i>Approval Date:</i>

1. Purpose

The purpose of clocking in and out on Workday is to accurately record employee working hours for payroll, compliance, and time management. For Employees, it ensures employees are paid fairly for their time, it helps track employees' attendance and punctuality and it protects employees under labor laws for hours worked and overtime. For Employers, it keeps payroll accurate, ensures compliance with labor laws and helps manage schedules and prevent time misuse.

2. Resources

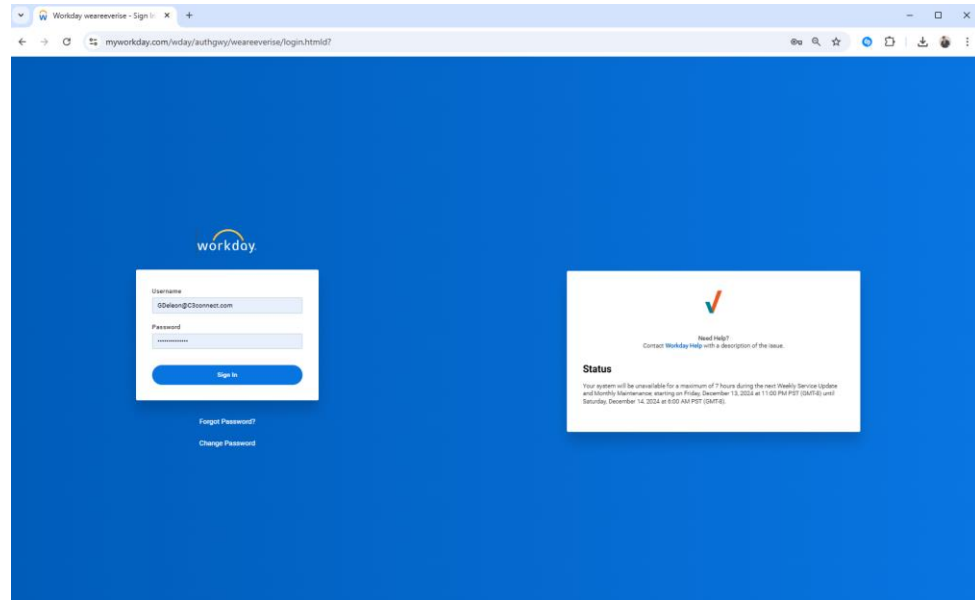
- Workday
- Google Chrome
- Outlook Email / Personal Email
- Microsoft Authentication App

3. Procedures

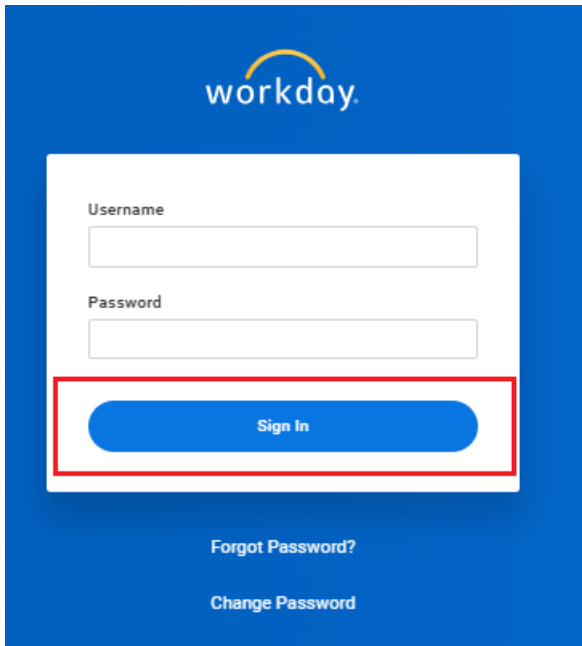
1. Employees log in to Workday.

- a. Go to the Workday Link below using Google Chrome:

<https://www.myworkday.com/wday/authgwy/weareeverise/login.html>



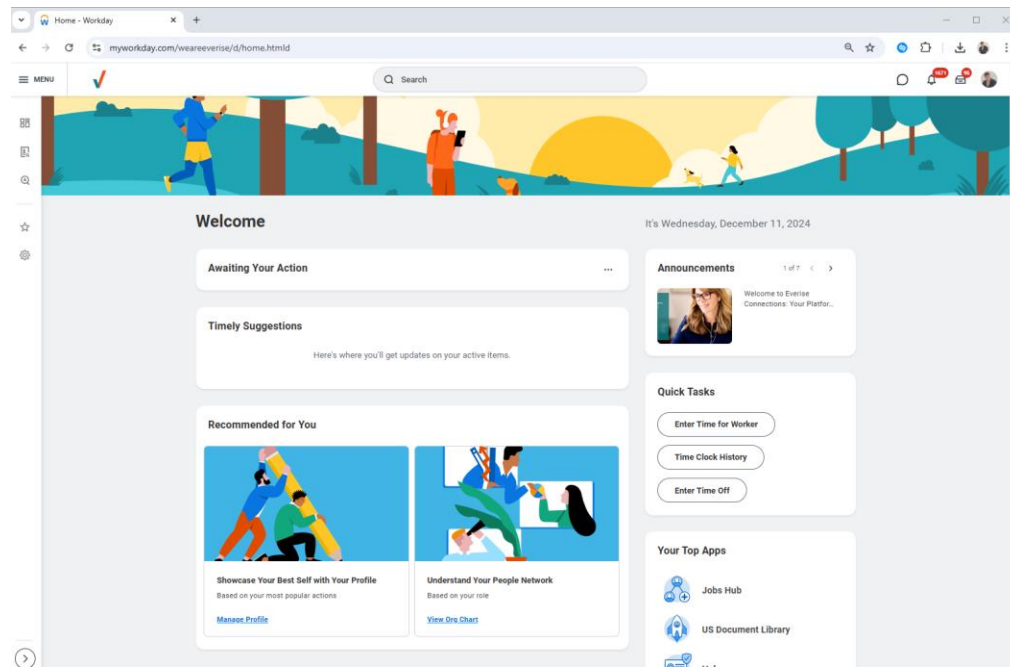
- b. Enter your Username and Password and click Sign-In.



- c. Complete Two-Factor Authentication (if enabled). *Note that Security code will be sent to the email address you have initially set-up or you could get the code from the Microsoft Authenticator App if you chose this as your MFA.*

A screenshot of the Workday login interface. At the top, the "workday." logo is displayed in white on a blue background. Below it, the heading "Enter Security Code" is centered. A graphic of a blue shield with a white padlock and a "0" inside is shown, surrounded by small yellow stars and clouds. The text "Enter the 6-digit security code found in your authenticator app." is centered below the graphic. A text input field labeled "Security Code" is provided, followed by a blue "Submit" button. At the bottom, a link "Use a Backup Code" is visible.

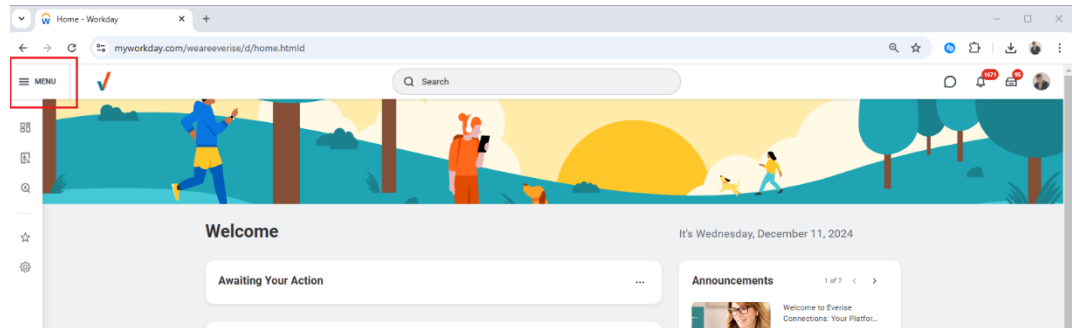
- d. Once you successfully logged in, you will be routed to the Workday Home Page.



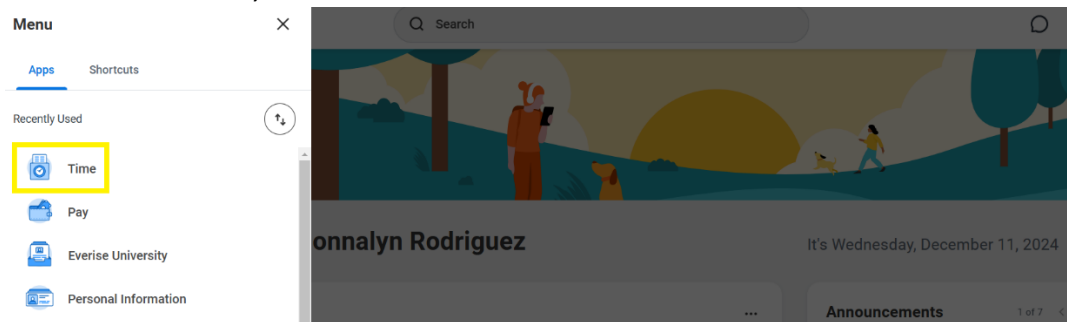


2. How to Clock In

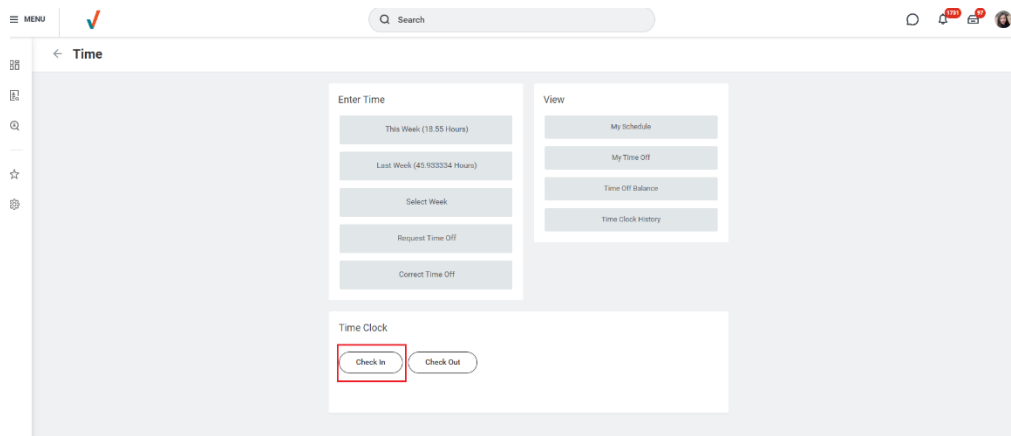
- a. From the Workday Home Page, click on 'Menu' at the upper left corner of the screen



- b. Under Menu list, look for 'Time' and click on it

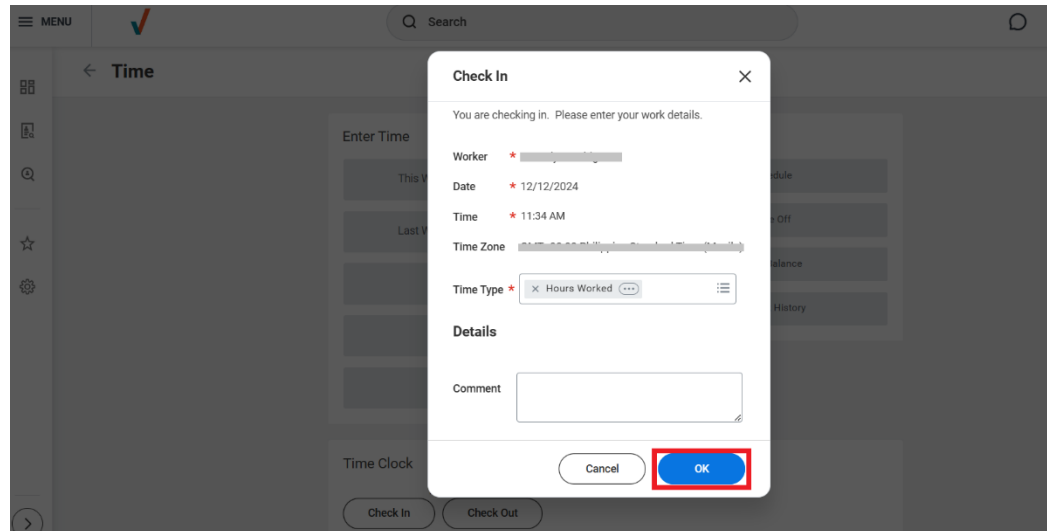


- c. You will then be routed to the Time screen below where you will see the 'Check In' button. Click on 'Check In'

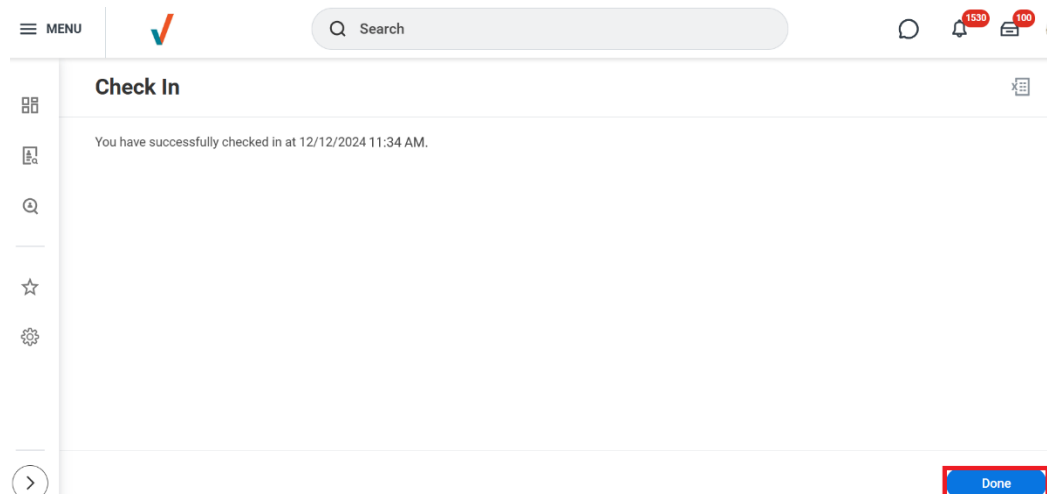




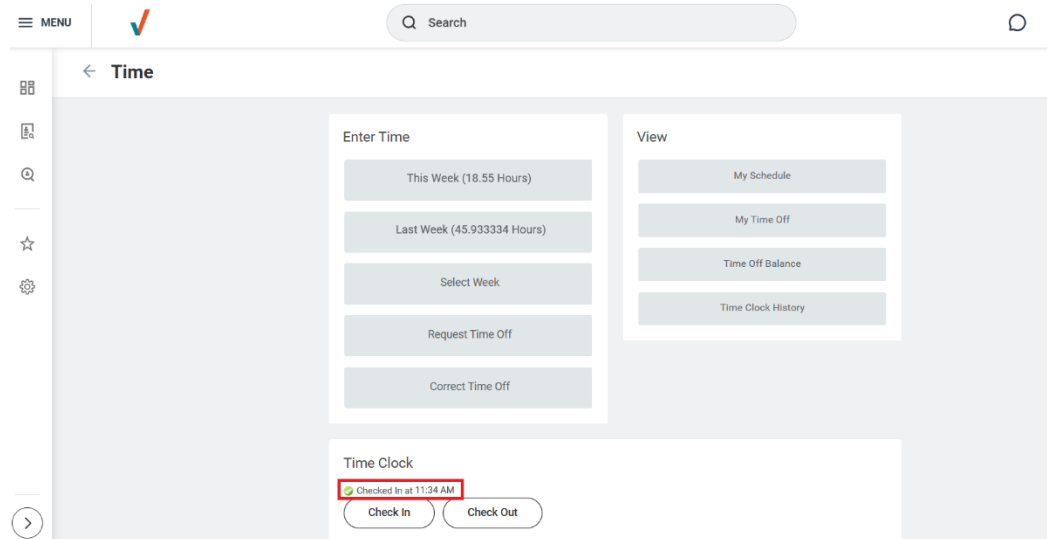
- d. A small window will pop-out where you will see your Check In details, date, time, time zone and time type. Enter your comments and click on 'OK'



- e. You will be routed to the page below confirming your successful check-in. Click on 'Done'.

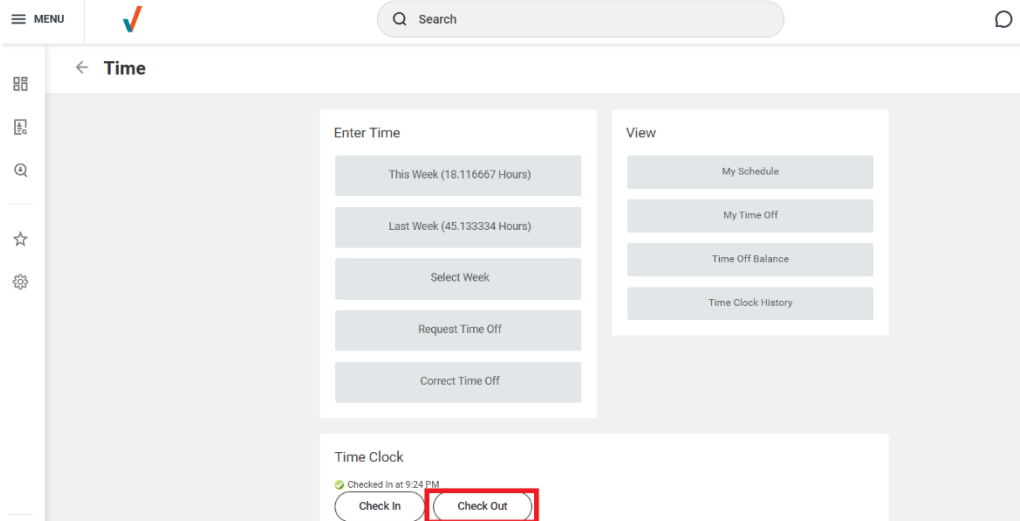


- f. You will be routed back to the 'Time' Page again where you'll see an indication under the 'Time Clock' field that you have checked in.



3. How to clock out for Meal/Out

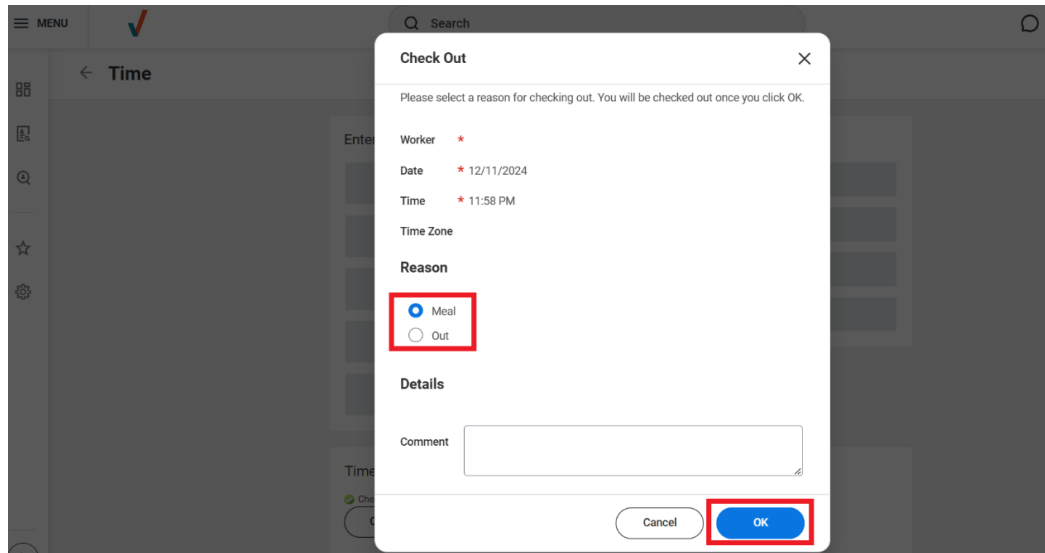
- Still on the 'Time' page, click on 'Check Out' if you are going on Meal or clocking out for the day.



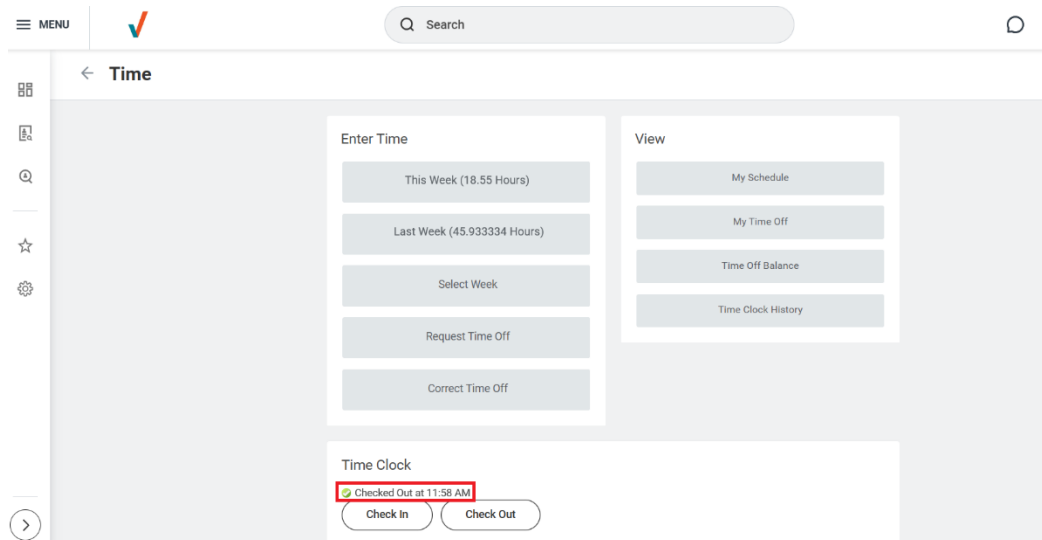
- A small window will pop-out where you will see your Check Out details, date, time and time zone. Under the reason, tick the reason for your check out:
Meal – For taking Lunch
Out – Clocking out for the day



- c. Enter your comments then, click on 'OK'



- d. You will be routed back to the 'Time' Page again where you'll see an indication under the 'Time Clock' field that you have checked out.



4. Submit Your Time in Workday

- a. from the **Time** page, Click on **This Week** to review your recorded hours. Ensure that your time entries for each day are accurate. If everything



looks correct, click **Submit** to finalize your time entries. These will then be routed to your supervisor for review and approval.