

Workday Timeclocks

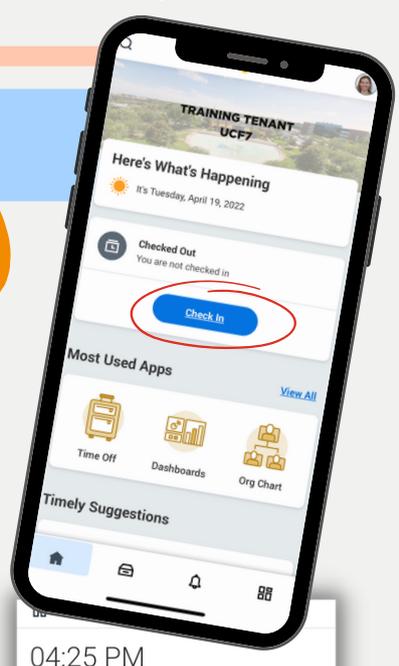
Step-by-Step Instructions on Clocking In/Out via Workday

Clocking In

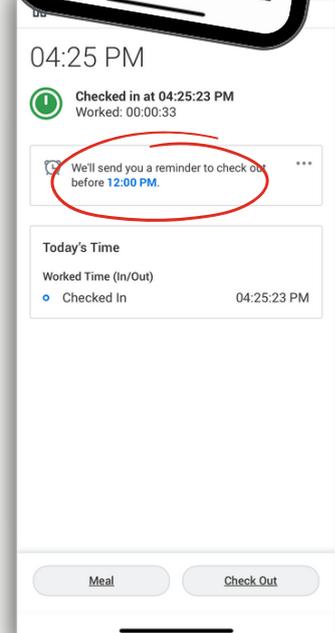
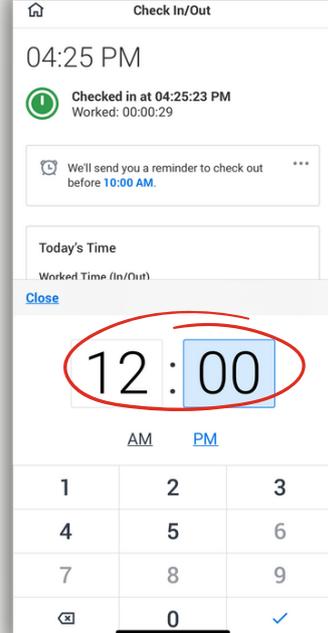
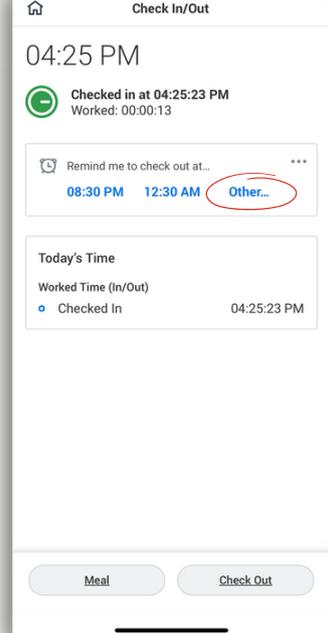
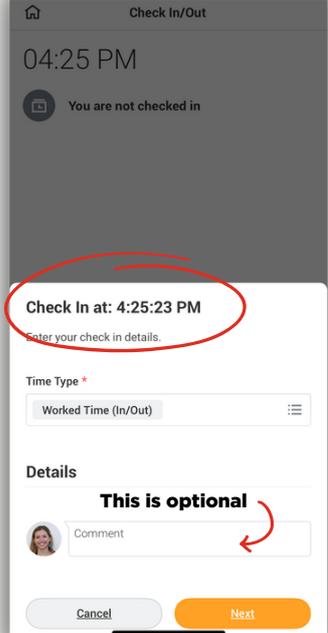


Ensure the Workday Mobile app is downloaded to your device (compatible with both Android and iPhone devices).

Upon logging in, you will navigate to View All Apps, select the Time app and select the "Check In" button. When selected, a pop-up will appear showing the exact time that you checked in and will allow you to submit comments to your supervisor or manager. Select "Next," and you're checked in! Workday Mobile allows you to set up notifications to remind you to check out (pictured below)



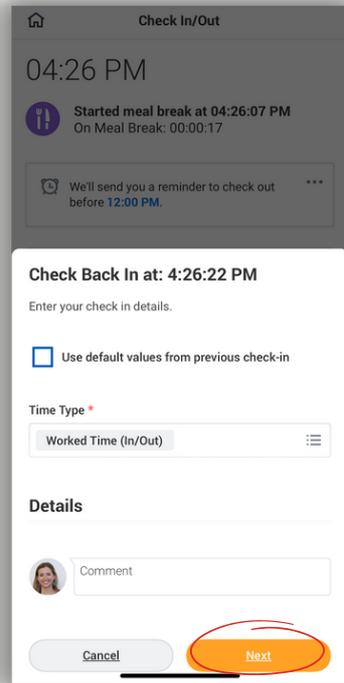
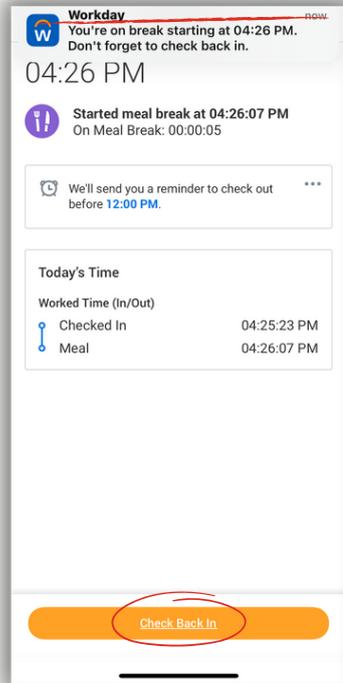
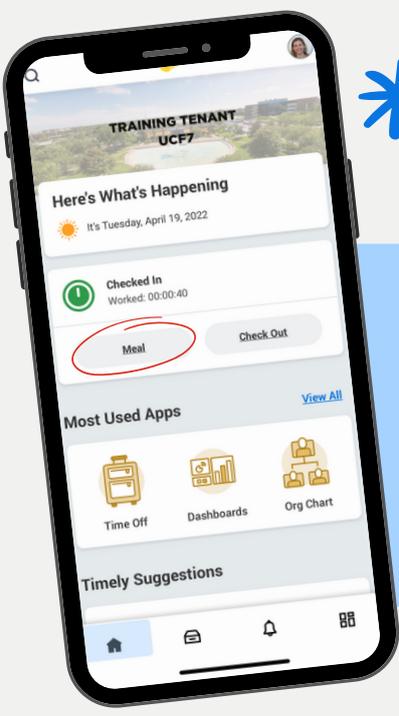
*** With Workday Mobile, geofencing coordinates are enabled. If you are not at your place of work, or your designated location, it will not allow you to clock in or clock out on Workday Mobile. If you work remotely, you will use a desktop version of Workday, in which geofencing is not activated.**



Clocking Out for a Meal

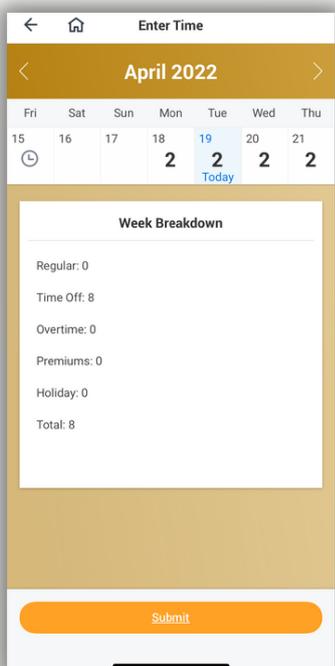
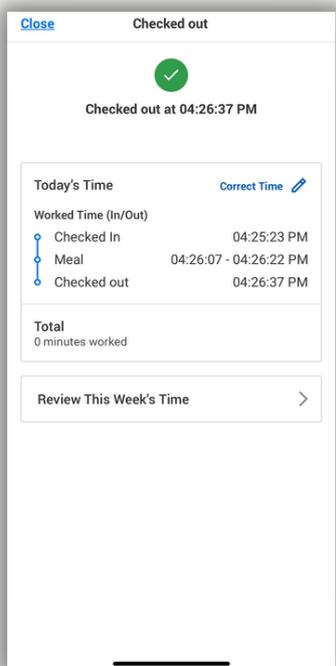
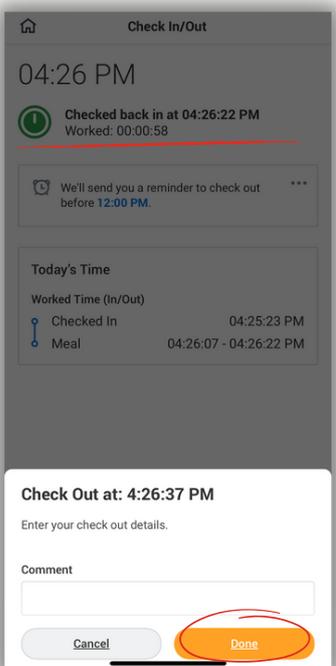
*** With the implementation of Workday, all employees will be required to clock in and clock out during their meal break.**

To check out for a meal, select "Meal," from the dashboard. You will see the exact time you started your meal break. When you are done with your meal break, select "Check Back In". If you are running late, or need to submit comments to your supervisor for any reason, you can do that in the provided "Details" section (optional).



Clocking Out for the Day

*** All employees are required to submit the exact amount of hours they worked in order to get paid for those hours. Non-exempt employees will not be allowed to modify any time that has been submitted, but can reach out to their supervisor, as managers/supervisors and Timekeepers have the capability to modify the time that was submitted.**



At the end of your work day, you will check out via the same dashboard by selecting "Check Out". A pop-up will show the exact time you clocked out. Workday will also allow you to access an overview of your time submitted for a given week by selecting "Review This Week's Time" when prompted during the check out process. At the end of the pay period you will need to submit your time, initiating the approval process. Only your supervisor/manager will have the capability to approve your time.