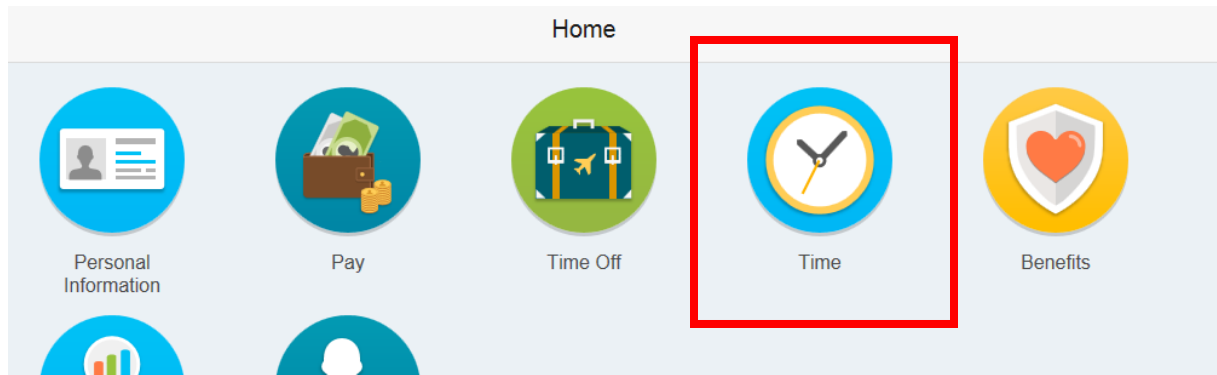


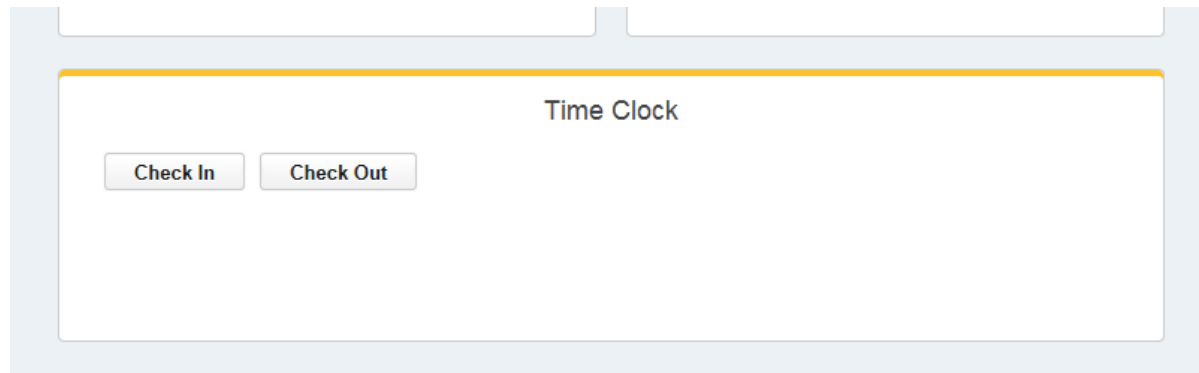
Workday Training

TIME ENTRY: OPS/STUDENT EMPLOYEE

1. CLICK ON TIME WORKLET



2. "TIME CLOCK" IS ON THE BOTTOM OF SCREEN. THERE ARE TWO OPTIONS: "CHECK IN" AND "CHECK OUT"



Workday Training

3. CLICK “CHECK IN” YOU ARRIVE TO WORK. THIS WILL BE THE START OF YOUR WORK DAY. THE “TIME TYPE” IS “HOURLY TIME”

(REMEMBER THAT YOU SHOULD BE CHECKING IN NO MORE THAN 5 MINUTES BEFORE YOUR SCHEDULED TIME!)

Check In

You are checking in. Please enter your work details.

Worker * Sherley Nelcy

Date * 05/15/2015

Time * 09:47 AM

Time Zone Eastern Time (New York)

Time Type * search

Details

Comment

OK Cancel

Schedule

Time Off

Off Balance

Clock History

search

Hourly Time

(GMT -7) to Saturday

Workday Training

4. IF YOU HAVE MORE THAN ONE ASSIGNMENT, CLICK ON THE DROP DOWN MENU AND SELECT THE CORRECT ASSIGNMENT

(REFER TO YOUR OFFER LETTER TO MAKE SURE THAT YOU ARE SELECTING THE CORRECT POSITION EACH TIME! BE CAREFUL NOT TO MIX UP YOUR HOURS.)

The screenshot shows a 'Check In' dialog box in the Workday system. The dialog contains the following information:

- Worker: Benjamin Franklin Bell (Z23168497)
- Date: 06/04/2015
- Time: 04:11 PM
- Time Zone: Eastern Time (New York)
- Time Type: Hourly Time
- Position: 500362 Student Assistant

A dropdown menu is open under the Position field, showing the following options:

- 500362 Student Assistant
- 501007 Student Assistant (+)
- 501008 Student Assistant (+)

A red arrow points to the first option, '500362 Student Assistant'. The dialog also includes a 'Details' section with a text area for a comment and 'OK' and 'Cancel' buttons at the bottom.

Workday Training

5. CLICK “CHECK OUT” AT THE TIME THAT YOU COMPLETE YOUR SHIFT (MUST BE WITHIN 5 MINUTES OF YOUR END TIME). ONLY USE THE REASON “OUT.” DO NOT USE ANY OF THE OTHER REASONS.

(IF YOU ARE SCHEDULED BACK-TO-BACK HOURS AND THEY ARE *NOT* UNDER THE SAME POSITION, YOU MUST CLOCK OUT AND CLOCK BACK IN AGAIN!)

Check Out

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

Worker * Sherley Nelcy (Z23053674)

Date * 05/15/2015

Time * 10:07 AM

Time Zone Eastern Time (New York)

Reason

Break

Meal

Out

Details

Comment

OK Cancel

6. IF YOU FORGET TO CHECK IN/CHECK OUT, OR ENTER A TIME IN ERROR, YOU MUST COMPLETE THE “[CLASS WORKDAY CORRECTION OF HOURS](#)” FORM (FOUND ON THE SIL/TUTOR RESOURCE WEBPAGE).
7. DO NOT FORGET TO **SUBMIT** YOUR TIME. TIME CAN BE SUBMITTED EACH DAY OR AT THE END OF THE WEEK.

PAY ATTENTION TO THE [IMPORTANT DATES CALENDAR](#) FOR TIME SUBMISSION DEADLINES!!