

Time Entry for Nonexempt and Hourly Employees

Workday Time Tracking is available only to hourly and non exempt employees only.

On this job aid:

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Time Application (only available to hourly, non exempt employees)



Time

Enter Time

This Week (19.816667 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock

Check In

Check Out

Enter Time: this is where you review entered time (all hourly employees) request time off (only hourly employees with available paid time off).

View: this section will allow you to view your schedule, view any time off requested, view your time off balance (if applicable), and also view your time clock history.

Time Clock: Using the web clock feature, hourly employees will Check in and Check out to record their work related activities in this section.

Enter Time Using Check-In/Out

1. Under Applications, click on the Time application



2. Click Check-In.

Time Clock



3. Time Type Hours Worked will be selected for you. Enter any details if needed.

Check In

You are checking in. Please enter your work details.

Worker *

Date * 04/13/2020

Time * 08:48 AM

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

Time Type * x Hours Worked ⋮

Details

Comment

OK Cancel

4. If you have multiple jobs, you can choose the position you are entering time for.

Check In

You are checking in. Please enter your work details.

Worker * Audrey Novak

Date * 08/21/2019

Time * 03:00 PM

Time Zone GMT-06:00 Central Time (Chicago)

Time Type * × Worked Time

Position P-00137 Facilities Administrator,...

Details

Comment


Job Profile

Cost Center

Division

Location

OK Cancel

 If you have multiple positions, it is very important that you select the correct position on this screen. This will ensure you are clocking the correct hours for the specific position you are working that day.

Position P-00137 test_job_title

Details

Comment

select one

- P-00137 Gallery Attendant (GA) (+)
- P-00137 Rental Gallery Attendant (R/GA) (+)
- P-00137 Rental Front Desk Attendant (R/FDA) (+)

5. Click **OK**, then **Done**.

6. Once checked in, the time will appear above the check-in button.

7. After your work is completed, navigate back to the Time application and click **Check Out**.
8. Select a reason for check out (select Meals for your meal break) .

9. Click **OK**, then **Done**.
10. The Time Clock section will now display the time checked out.

⚠ Reach Out: If you forget to check in or check out, consult with your Time Approver or manager immediately.

Note

Every clock event must be paired with a corresponding clock event. For example; anytime an employee clicks "Check-in", there should always be a matching "Check-out" clock event. Any clock events that are unpaired will display a "Needs Attention" message.

View Details of Submitted Time

You may want to check your clock data for accuracy. The Time application provides several options to display a calendar view or a report of your clock data for the time frame you select. [Review the Time Block job aids for details.](#)

From the Time application:

1. Under Enter Time, click This week, Last week or select week for other dates.

The screenshot shows a window titled "Enter Time". Inside, there are three large, light gray buttons stacked vertically. The top button is labeled "This Week (19.966667 Hours)". The middle button is labeled "Last Week (0 Hours)". The bottom button is labeled "Select Week".

2. Select a time block to view detailed information about your time entry.

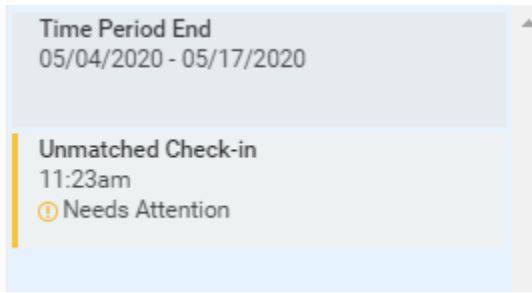
The screenshot shows a time entry grid for the week of March 30 to April 5, 2020. The grid has columns for Monday, Tuesday, and Wednesday. The rows represent time slots from 7 AM to 12 PM. Monday's 9 AM-10 AM slot is selected, showing a detailed view of the time entry. The details include: Hours Worked (3.35), Start (8:58 AM), End (12:13 PM), and Submitted status.

	Mon 3/30 Hours: 7.7	Tue 3/31 Hours: 7.066667	Wed 4/1 Hours: 7.266667
7 AM			
8 AM			
9 AM	Hours Worked 8:58 AM - 12:13 PM 3.35 Hours Submitted	Hours Worked 9:00 AM - 2:17 PM 5.266667 Hours Submitted	Hours Worked 8:50 AM - 4:11 PM 7.266667 Hours Submitted
10 AM			
11 AM			
12 PM			

3. A window with details will open.
4. On the **Reported** tab, view reported work time.

The screenshot shows a "Time Block" details window for 3.35 hours on 03/30/2020. The window has tabs for "Reported", "Calculated", and "History". The "Reported" tab is selected. The details include: Worker, Date (03/30/2020), Status (Submitted), Reported Quantity (3.35 Hours), Time Entry Code (1 hour Worked), In (03/30/2020 08:58 AM GMT05:00 Eastern Time (New York)), Out (03/30/2020 12:13 PM GMT05:00 Eastern Time (New York)), Out Reason (Out), Source (Time Clock Events), and Comment (empty). There is a "Close" button at the bottom.

5. Click the **Calculated** tab to view the calculated time.
6. Click the **History** tab to view the process and approval history of a particular time entry.
7. On the top right of the screen you will see any timecards that require attention. Please contact your manager for any corrections.



Modify Previously Reported Time

⚠ Please contact your manager for any timecard modifications and adjustments. Your manager can correct current and past periods only.

Check In/Out (Hourly Employees) - iPhone / iPad

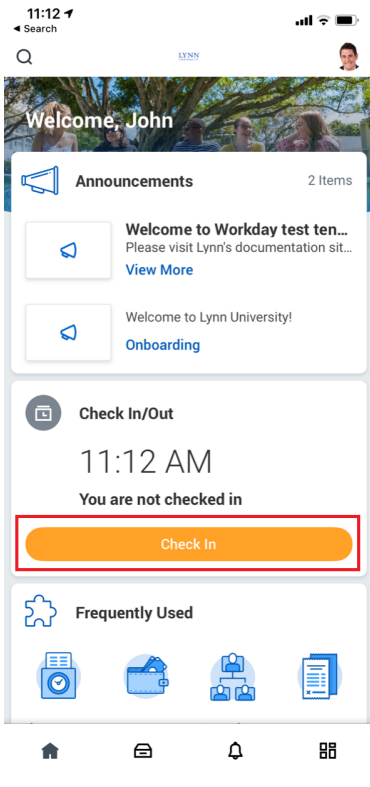
⚠ Mobile Check-In/Out is not available outside the Lynn University campus. You must be inside your building to check in/out using mobile.

iPhone

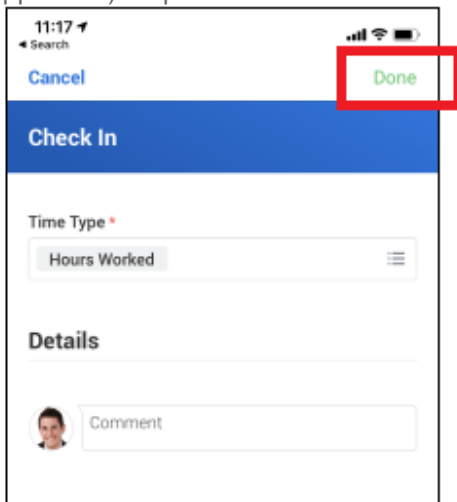
From the Time Tracking app:

1. The application will display the current time and the available action: Tap **Check-In, Meal or Check Out**.

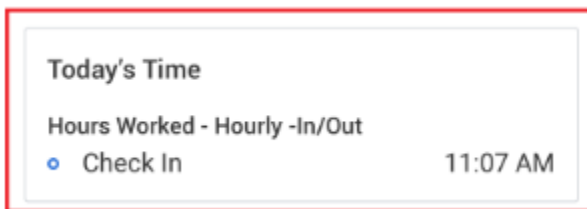
2. Tap **Check-In** when you start working.



3. The application will display time type :Hours Worked. Add additional information as needed like position (if applicable). Tap **Done**.



4. The application will display the check in time

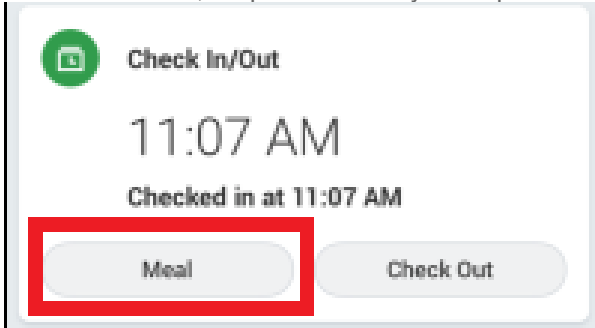


Note

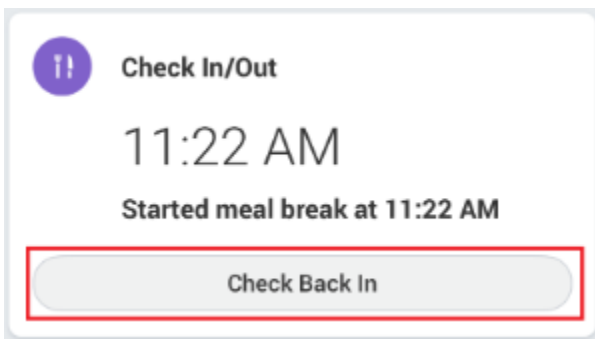
You can setup reminders by allowing push notifications on your device. Tap **Other**



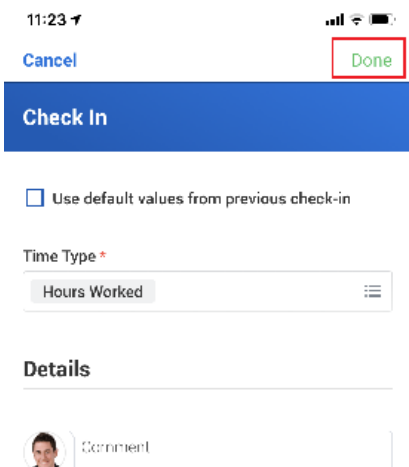
5. For Meal breaks, Tap **Meal** when you stop working.



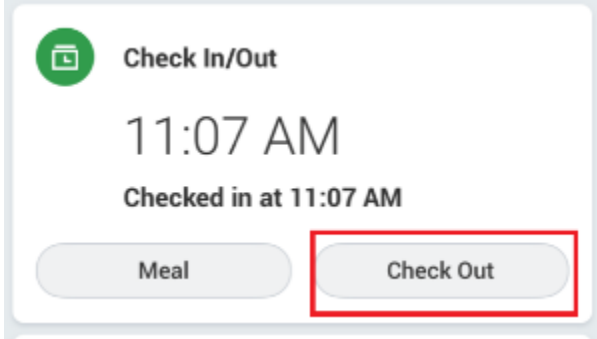
6. To check back in after Meals, tap on **Check Back In**.



7. The Time Type will display Hours Worked by default. Tap **Done**



8. To Check out at the end of the day, Tap **Check Out**



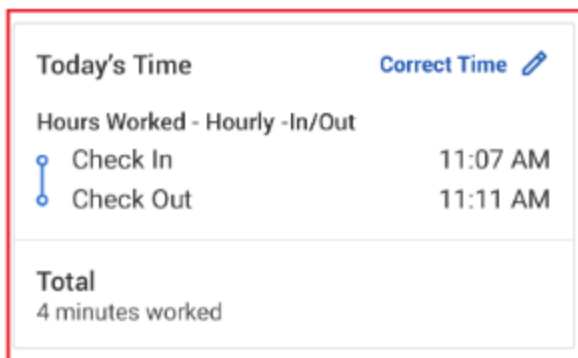
9. The Time Type will display Hours Worked by default. Tap **Done**



Enter your check out details.

Comment

10. The application will display a Summary of your daily time including check in/out and meal breaks. Tap **Close**.



Alert: Unmatched time clock events

You may see an alert on your calendar

 1 Alert [View All](#)

×

Alert


1. Page Alert

- This employee has unmatched time clock events. Please correct the unmatched time.

This alert is a warning that means you have a time card with a check in but no check out event. When you check out at the end of the day the alert will go away.

Unmatched Check-in

8:56am

 Needs Attention