# Time Entry for Nonexempt and Hourly Employees

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

**On this job aid:**

- Time Application (only available to hourly, non exempt employees)
  - Enter Time Using Check-In/Out
  - View Details of Submitted Time
  - Modify Previously Reported Time
- Check In/Out (Hourly Employees) - iPhone / iPad
  - iPhone
- Alert: Unmatched time clock events

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



Time



**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



Time

2. Click Check-In.

## Time Clock

Check In          Check Out

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 ✱ | ✕ 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

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⊘ 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▮▮▮▮▮▮  test_job_title   ⌄

Details

select one

Comment

P▮▮▮▮▮▮  Gallery Attendant (GA) (+)

P▮▮▮▮▮▮  Rental Galllery Attendant (R/GA) (+)

P▮▮▮▮▮▮  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.

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

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**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.

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**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.



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



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



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.

Time Period End
05/04/2020 - 05/17/2020

Unmatched Check-in
11:23am
ⓘ Needs Attention
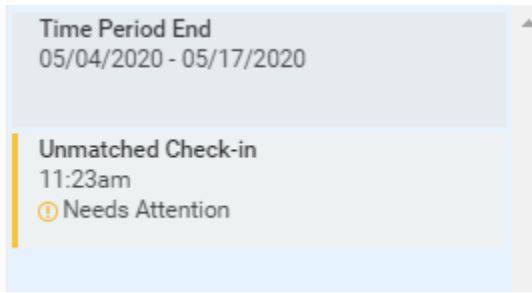
**Modify Previously Reported Time**

⊘ Please contact your manager for any timecard modifications and adjustments. Your manager can correct current and past periods only.
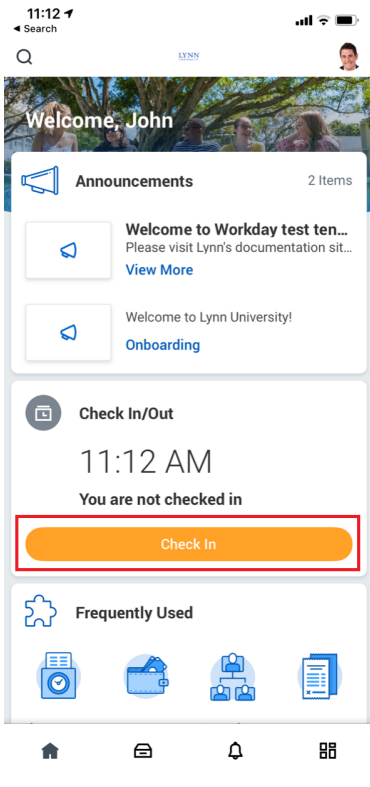
## Check In/Out (Hourly Employees) - iPhone / iPad

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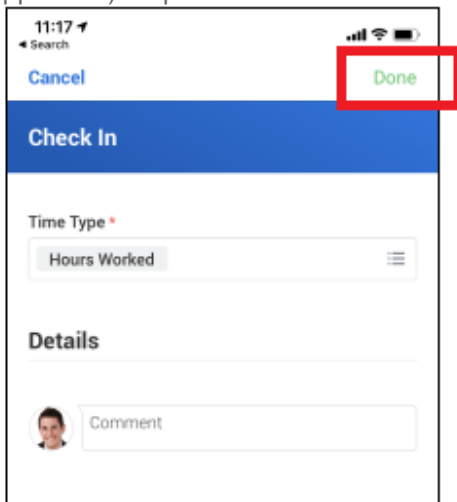
**iPhone**

From the Time Tracking app:

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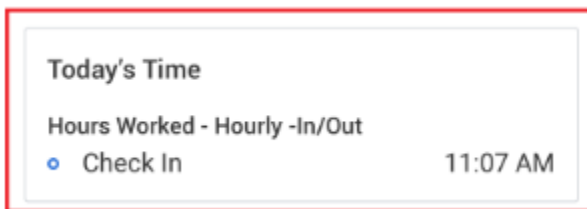
2. Tap **Check-In** when you start working.



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



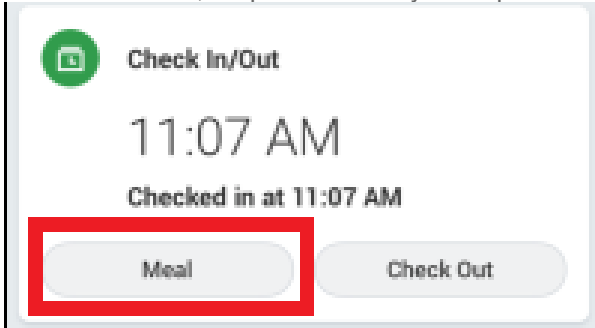4. The application will display the check in time
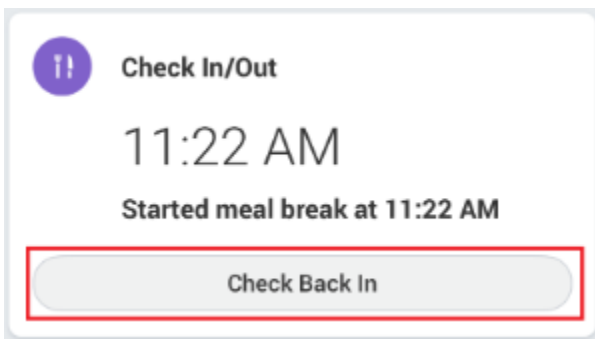


> **Note**
>
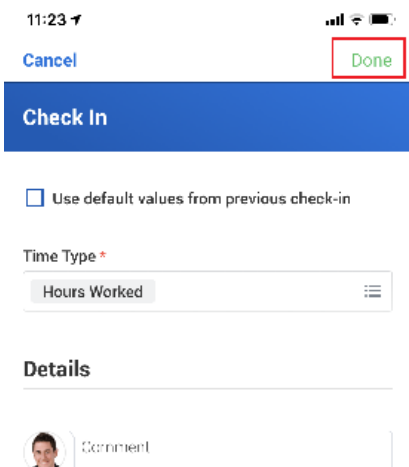> You can setup reminders by allowing push notifications on your device. Tap **Other**

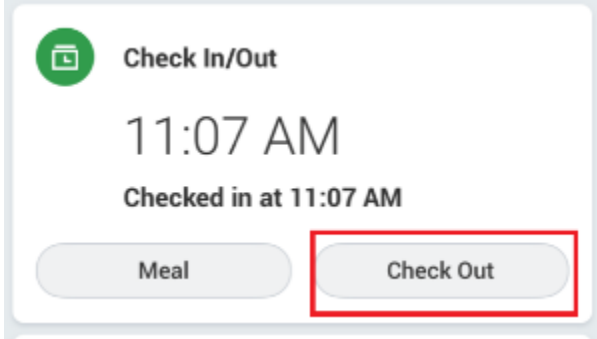5. For Meal breaks, Tap **Meal** when you stop working.



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



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

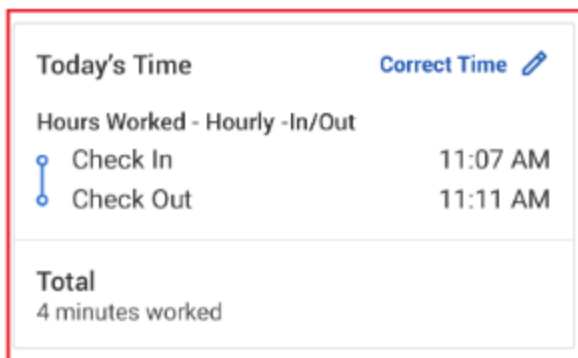8. To Check out at the end of the day, Tap **Check Out**



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



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**      <u>View All</u>

✕

## 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