

# Time Tracking- Mobile

## USER GUIDE

### MOBILE: TIME TRACKING

With Workday you have the option to enter time on your desktop or by using the Workday Mobile App. This job aid shows you how to record your time using Workday Mobile.

If you need to install Workday on your phone, refer to the **Installing Workday Mobile Job Aid**.

If your department is using **IntelliTime** or **RT Vision**, you will use Workday to get to the site. Under **Let's Get Started**, click **View All** apps. Click on the link for your system and it will take you to the login screen to complete your punches.

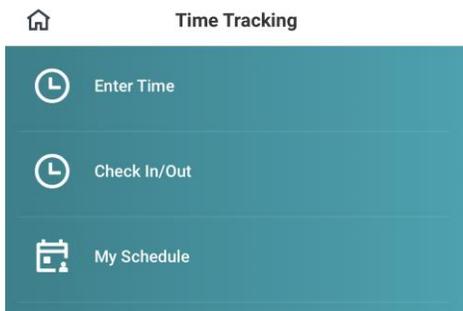


#### 1. Tap the **Time Tracking** App

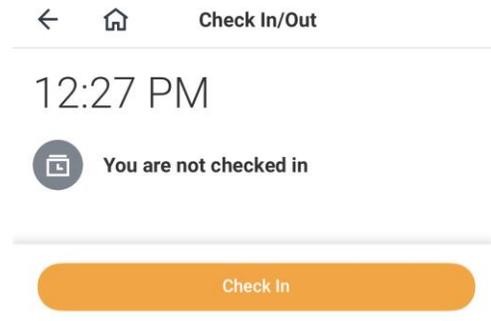


#### 2. On this screen you have the option to **Enter Time, Check In/Out** or view **My Schedule**.

- **Enter Time**- used by Salary/Exempt employees. Also used by all employees when submitting time for the week.
- **Check In/Out**- used by Hourly/Non-Exempt employees. Will also have the option to use Enter Time.
- **My Schedule**- Shows what your typical hours are. IE- 8:00-4:30 PM, M-F. *This is not showing your clocked in hours.*



#### 3. **Check In/Out**- Start by clicking **Check In**.



#### 4. **Time Type- Hours Worked** is the default Time Type. If you are needing to choose a different Time Type, select the correct one from the list by clicking on the

##### Check In at: 12:27 PM

Enter your check in details.

Time Type \*

Hours Worked 

There may be additional Time Types depending on your department.

**Close** **Time Type**

Search

- Hours Worked
- Approved Holiday Worked Hours 1.5x
- Unapproved Holiday Hours Worked 1.0x
- Election Pay

**Note:** For the external links of IntelliTime and RT Vision, you may need to enter in your username and password for those systems when you first log in. You may also need to do the Microsoft Authenticator.

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- 5. Details-** You can search by the first couple of letters or view the full list. Include as much information as necessary for your department and click **Next**.

*Details are not required for every employee. This is dependent on your department.*

### Details

Activity

Location

Cost Center

Fund

Grant

Program



Comment

Cancel

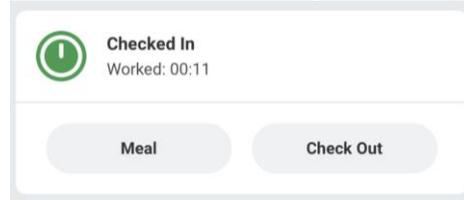
Next



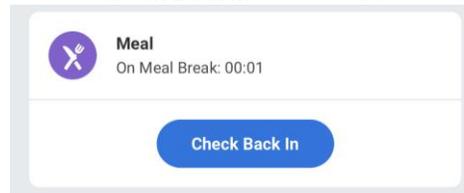
**Note:** These lists are not department specific and have a lot of options to choose from.

- 6.** When you are ready to switch to another Activity or Location, you do not need to Check Out first. Do another **Check In** and enter in the new Activity or Location.  
**\*Can do this on desktop but not on mobile. Bug has been created.**

- 7. Meal or Check Out-** When getting back into the App, you will see on the home screen how long you have been Checked In for. Here you can make your punch for **Meal** or **Check Out** for the day.



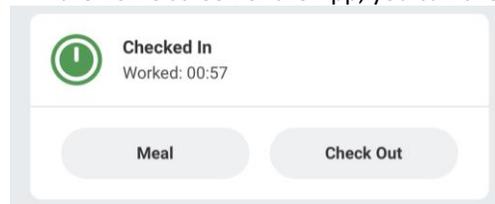
- 8.** If you took a **Meal** and need to check in, on your home screen will have how long you took your lunch for and the **Check Back In** button. Click the button.



- 9.** If all the information hasn't changed- Activity, Location, etc. you can check the box **"Use default values from previous check-in"** (if applicable depending on your department).

Use default values from previous check-in

- 10.** When you are ready to Check Out for the day, back on the home screen of the App, you can choose Check Out.



- 11.** Another screen opens to show you the summary of hours for the day. This screen allows you to enter a **Comment** but is not required. Click **Done**.

**Check Out at: 12:32 PM**

Enter your check out details.

Comment

Cancel

Done

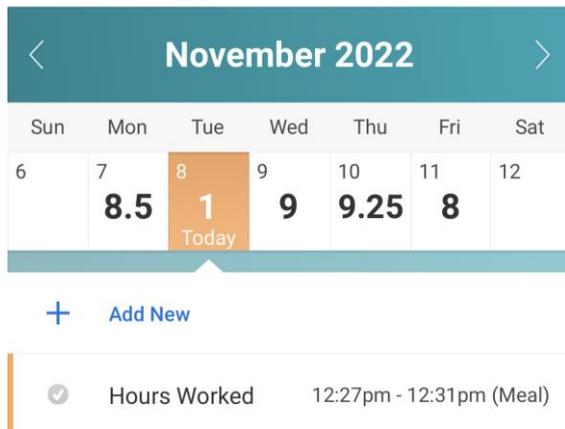
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- 1. Reviewing Your Time-** this should be done weekly. Under the **Time Tracking** App, click on **Enter Time**



- All your punches for the week will show on this screen. You can adjust your time here. If your punches are correct, click **Submit**. See the next step for adjusting.
- Correcting your punches before submitting. Click on the **Date** that has the incorrect time. On the date you need to fix, you can click on the **Hours Worked** to adjust the time or **+ Add New** to enter a missed check in.



**Hours Worked:** Click on the time you need to fix and change the hours listed in the correct Check In/Out times and hit **OK**.  
**Add New:** Add In and Out time using the number keypad on your screen. Make sure to mark the correct AM/PM. Hit **OK**.



- Once done, click **Submit This Week**. This will then be reviewed by your Timekeeper or Supervisor.
- Even after submitted, you are still able to adjust time up until it is approved. Follow the process above.

- 1. Enter Time-** You can enter your time at the end of each week. Click on each **Date** worked and manually enter your time for the day. Once done, click **OK**.

Cancel Enter Time OK

In \*

Out \*

Out Reason

X Out

Close

7 : 15

AM PM

1	2	3
4	5	6
7	8	9
X	0	✓

- Once done click **Submit This Week**. This will then be reviewed by your department's Timekeeper or Supervisor.
- Once reviewed, you may get it back to correct. If so, correct the time using the steps above and re-submit.