

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Enter-Edit Time (Clock In/Out) on Desktop – Non-Exempt Employee

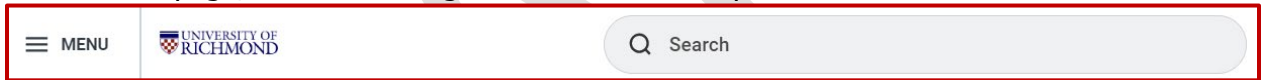
As a non-exempt employee, you use Workday to record your time worked and overtime worked. Non-exempt employees in Dining, Facilities, and Public Safety as well as student employees will record their hours worked by clocking in and out. All time worked is to be submitted on the Monday at 2:00 PM the week of the pay date.

This guide provides step-by-step instruction on how to:

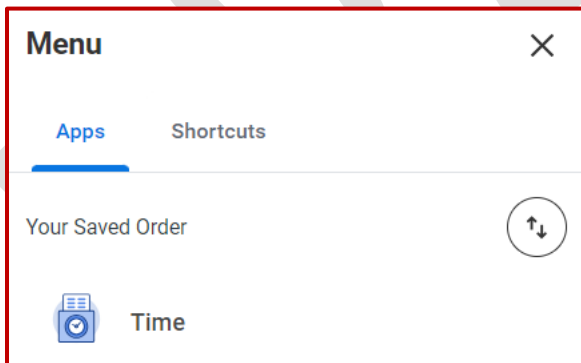
- Enter Time Worked via Check In/Check Out
- Clock Out for a Day
- Edit Time Worked
- View/Submit Time Worked

Enter Time Worked via Check In/Check Out

1. On the homepage, select the navigation **Menu** at the top left corner of the toolbar.



2. Select **Time**.



3. Under Time Clock, select **Check In**.



4. Select **OK**.

Check In ×

You are checking in. Please enter your work details.

Worker * Larry Richmond

Date * 07/11/2024

Time * 09:13:23 AM

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

Time Type * Hours Worked In/Out

Details

Comment

Cancel OK

5. Click **Done**.

Check In

You have successfully checked in at 07/11/2024 9:14:21 AM.

Done

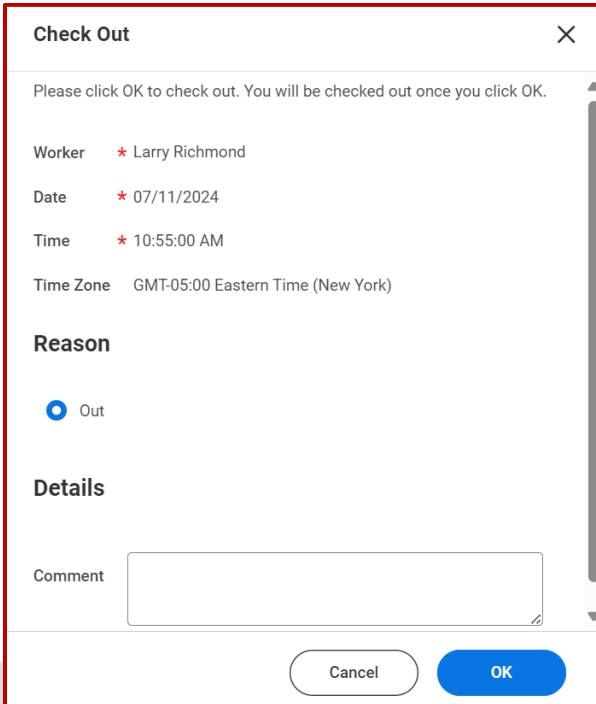
Note: *This screen will show the exact time that you checked in.*

Clocking Out for a Day

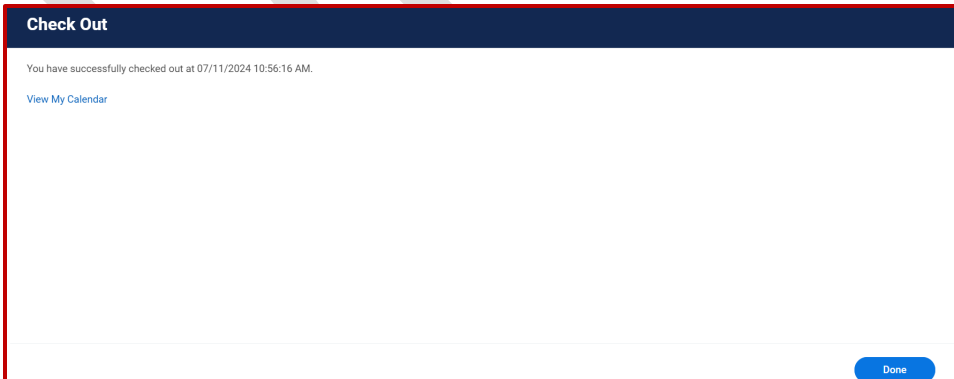
1. At the end of your work day, you will check out via same dashboard by selecting **Check Out**.



2. Select **OK**.



3. Click **Done**.



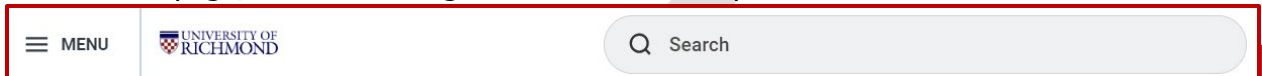
Note: This screen will show the exact time that you checked in.

Edit Time

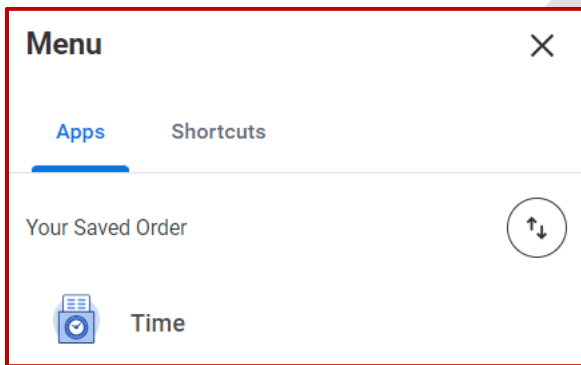
All employees are required to submit the exact number of hours they worked in order to get paid for those hours. Non-exempt employees will not be allowed to modify any time that has been recorded through clocking in/out, but can contact their supervisor, as managers/supervisors and Timekeepers have capability to modify the time was recorded for missed punches, etc.

View/Submit Time

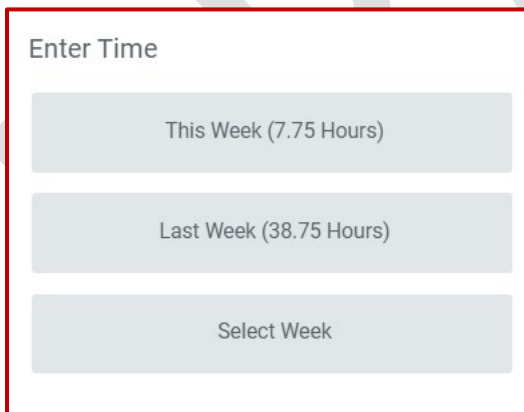
1. On the homepage, select the navigation **Menu** at the top left corner of the toolbar.



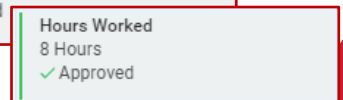
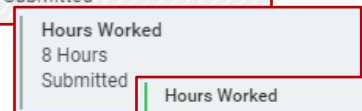
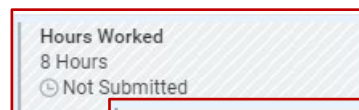
2. Select **Time**.



3. Under **Enter Time**, click **This Week**.



4. To view your time, navigate through a calendar using the left arrow and right arrow.
 - Time that is not yet submitted displays as '**Not Submitted**'.
 - Time that is submitted displays as '**Submitted**'.
 - Time that is approved displays as '**Approved**' with a green vertical left border.



5. Once you have reviewed your time and overtime, and all-time entries for the period have been entered, click **Submit**.
6. Review the totals for the week then click **Submit**.
Note: *Your time is sent to your manager or designee for review and approval.*

Note: All time stamps will be rounded to the 15 minute mark in Workday. For rounding purposes, Workday will use half of the fifteen minute mark (~7 minutes) as the rounding time.

- If you clock in at 9:07am, your time will round to 9:00am
- If you clock in at 9:08am, your time will round to 9:15am

DRAFT