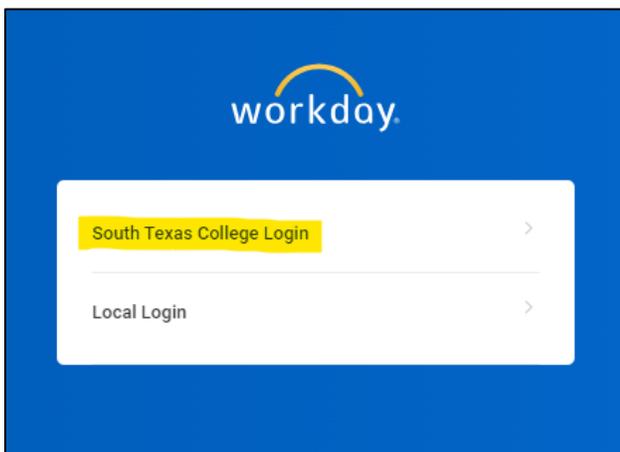


Checking In and Checking Out Using the Workday Mobile App

1. The Workday Mobile App is available for download on the [App Store](#) or [Google Play Store](#).



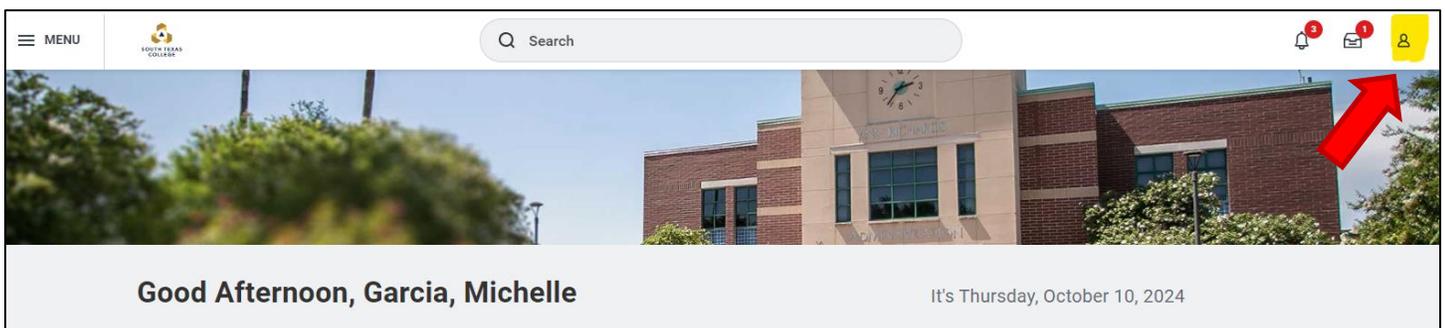
2. To connect the Workday Mobile App to your Workday account, log into Workday to obtain the organization ID QR code to connect to the app.



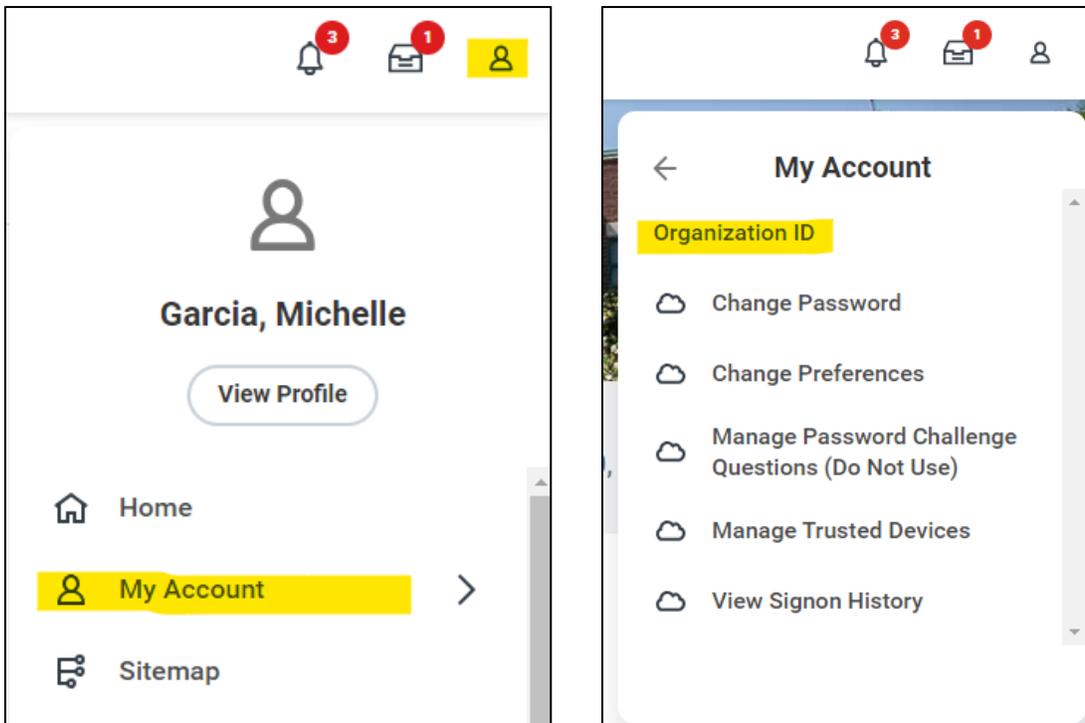
Please enter your Jagnet credentials.

Sign in

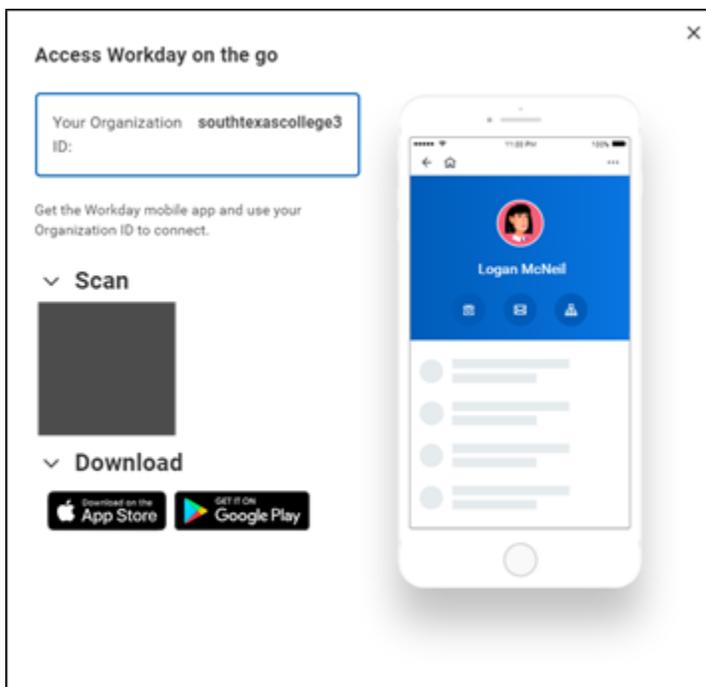
3. Click on the avatar on the top right corner.



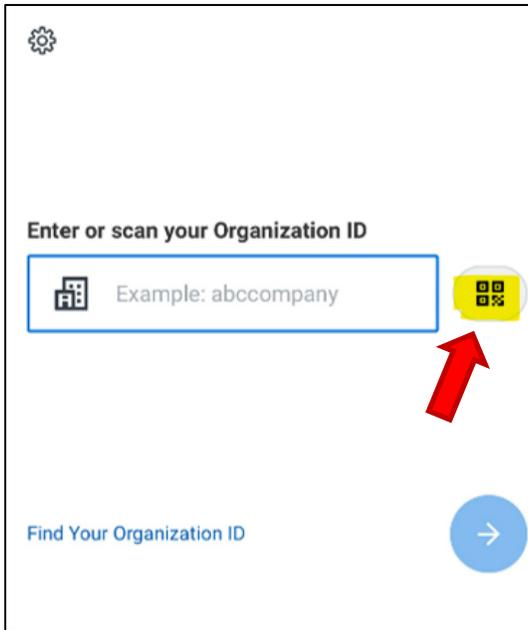
4. Click on My Account. Click on Organization ID.



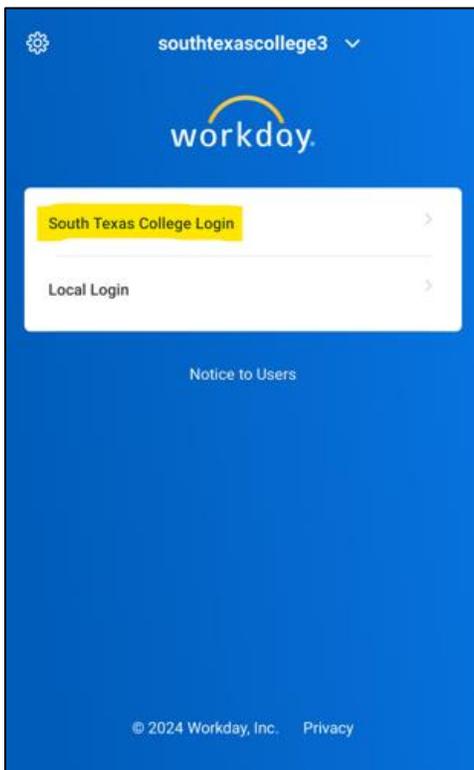
5. You will receive a unique QR code to scan using the mobile app. Please log into your account to access your personal QR code.



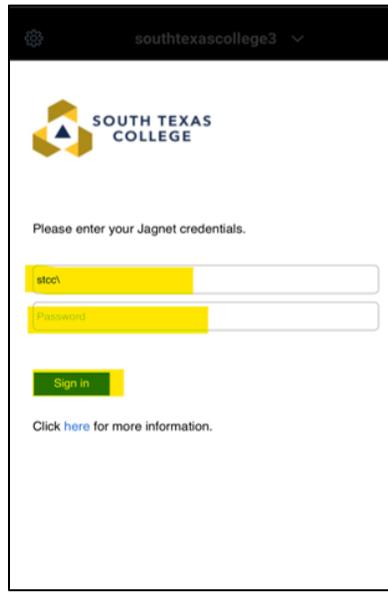
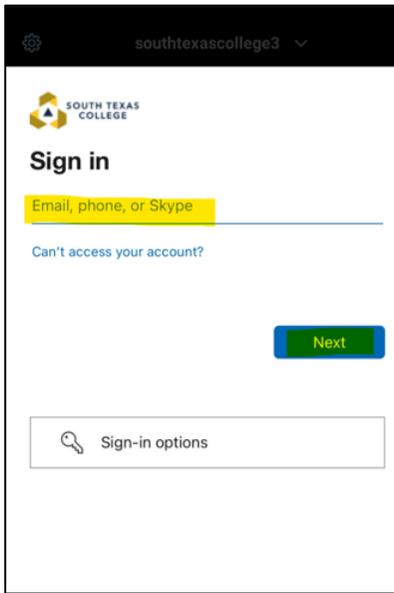
6. Open the Mobile App. Click on the QR code icon on the right.



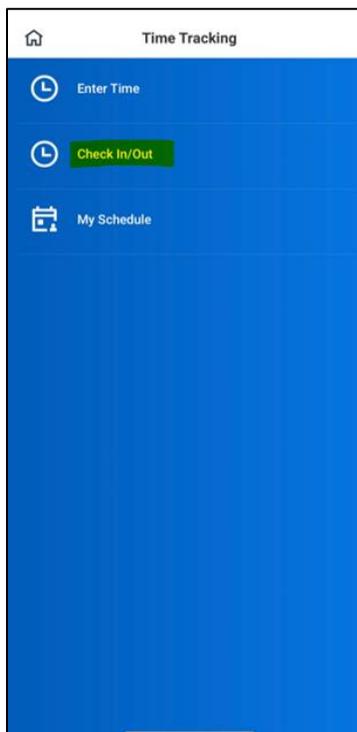
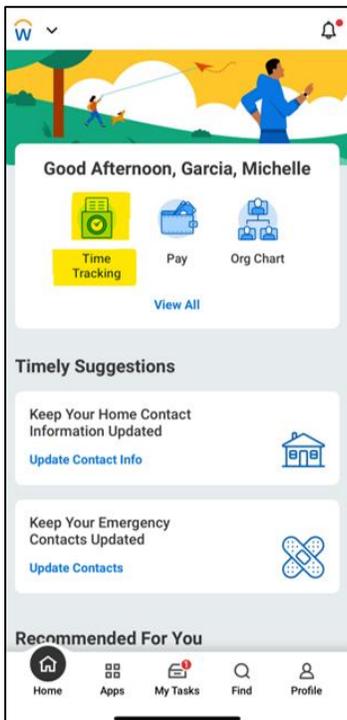
7. Once you are connected, click on South Texas College Login.



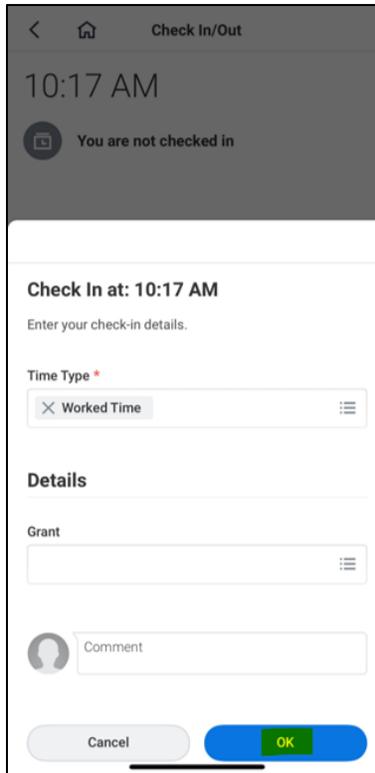
8. You will enter your South Texas College email. Click Next. You will enter your password and click Sign In.



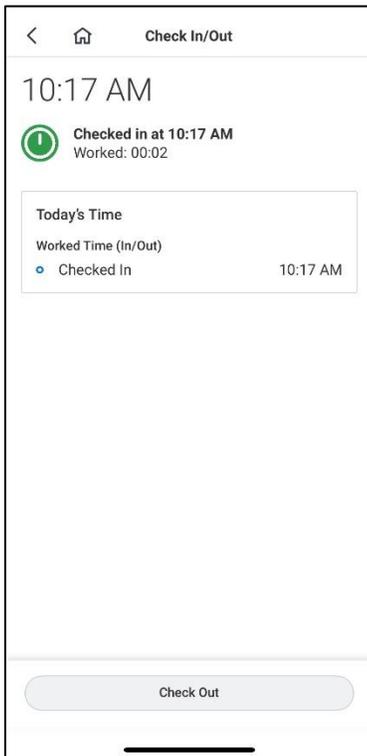
9. You will be directed to the home page. Click on the Time Tracking app. Click on Check In/Out. You must be connected to the STC WI-FI networks (Jaguar or Eduroam) to be able to check in.



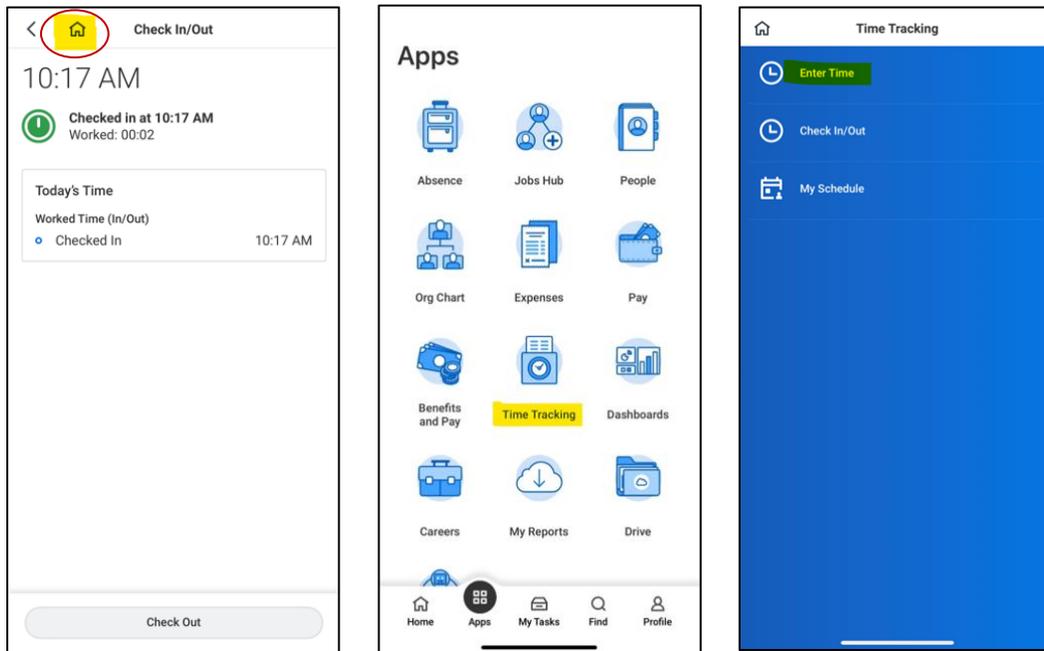
10. Click on Check In. Click OK.



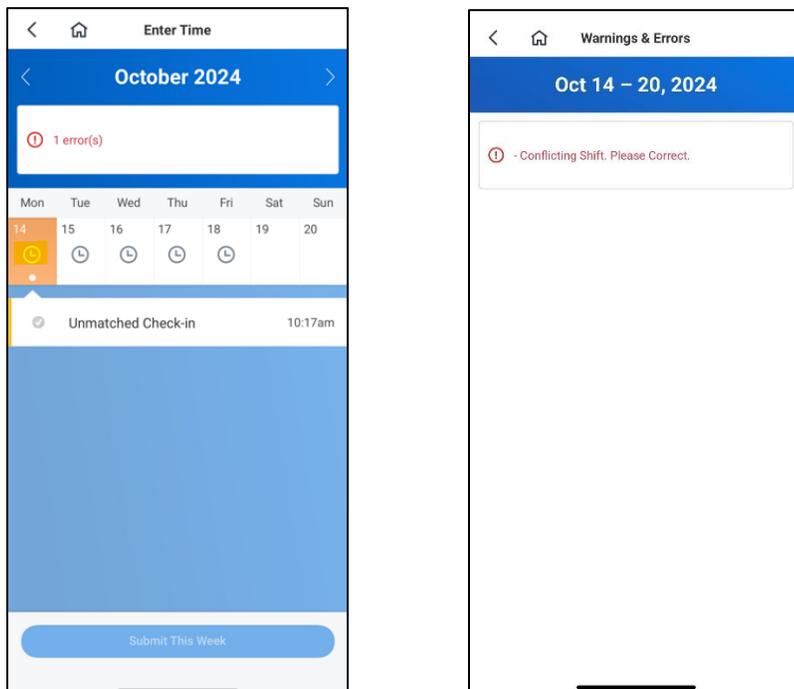
11. When you see this screen, you have successfully checked in.



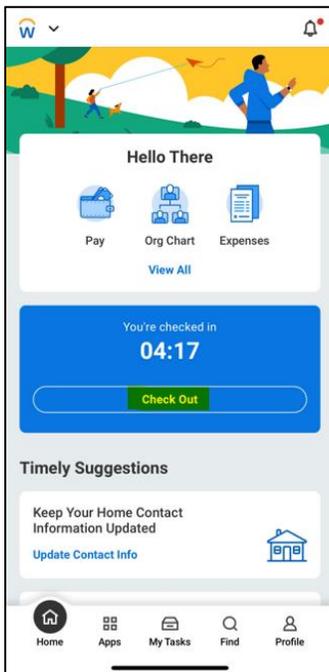
12. To view your check in time on your time calendar, click on the home icon on top left of the screen. Click on Time Tracking. Click on Enter Time.



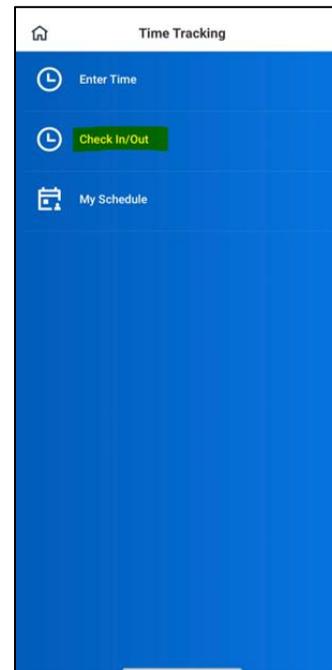
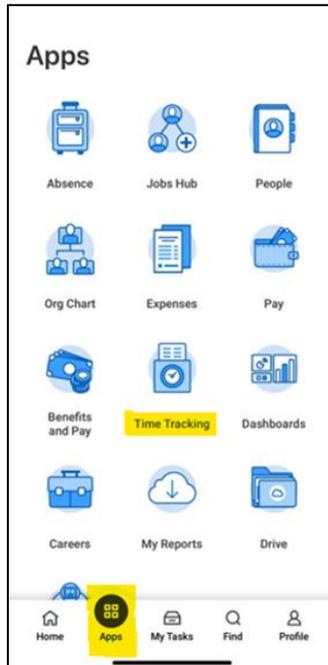
13. You will be shown the current week. Click the date you checked in. The check-in will be labeled as "Unmatched Check-In" until you check out. You will also see an error that says, "Conflicting Shift. Please correct." This error will no longer appear once you check out.



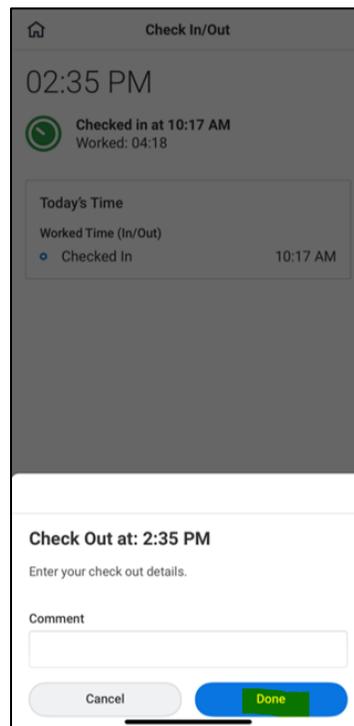
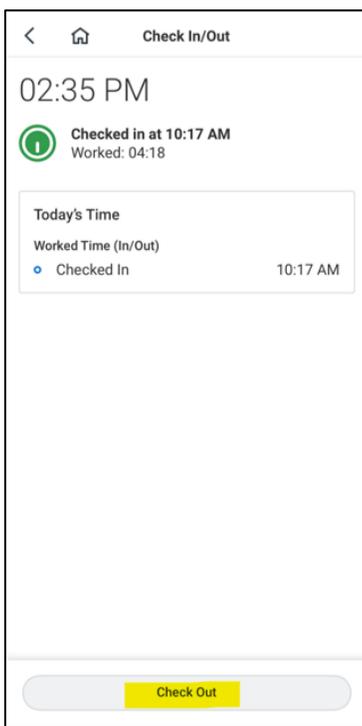
14. To check out, you can either click on Check Out from your home screen or you can also check out by clicking on Apps. Click on Time Tracking. Click on Check In/Out.



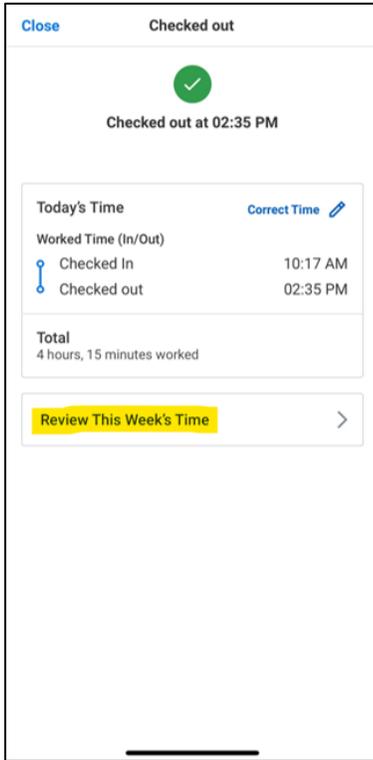
or



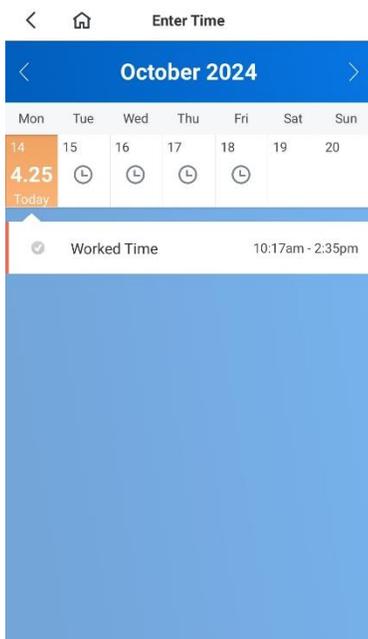
15. You will see a summary of the check out details. Click Check Out. Click Done.



16. When you receive this message, your check out process is complete. To view your check in/out time, click on "Review This Week's Time."



17. The time block will no longer appear as an "Unmatched Check-In" and will appear as "Worked Time." It will include the exact check in and check out time and will automatically round the hours.



18. If you Checked In but did not Check Out and the day has passed already, it will show up as an “Unmatched Check-In.” An Electronic Time Adjustment Request Form must be submitted to your supervisor to correct the Unmatched Check-In. Review your time after your supervisor enters the time in Workday.

