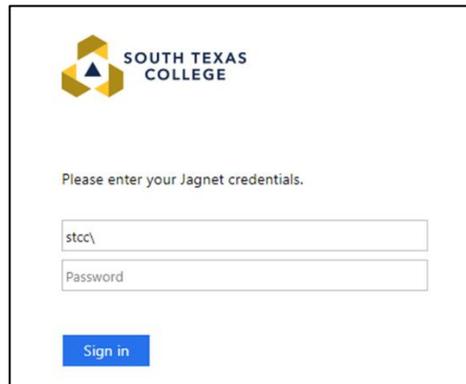
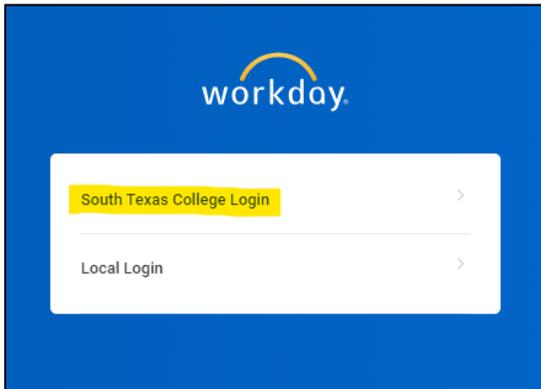
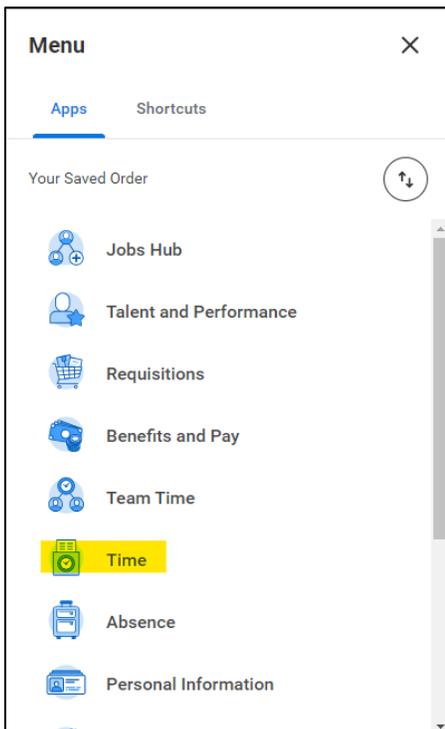


Checking In and Checking Out

1. Log into Workday



2. Click on Menu, then click on Time.



3. Click on Check In.

The screenshot shows a user interface with two main sections: 'Enter Time' and 'View'. The 'Enter Time' section contains three buttons: 'This Week (0 Hours)', 'Last Week (0 Hours)', and 'Select Week'. The 'View' section contains four buttons: 'My Time Off', 'Time Off Balance', 'Time Clock History', and 'My Schedule'. Below these sections is a 'Time Clock' section with two buttons: 'Check In' (highlighted in yellow) and 'Check Out'.

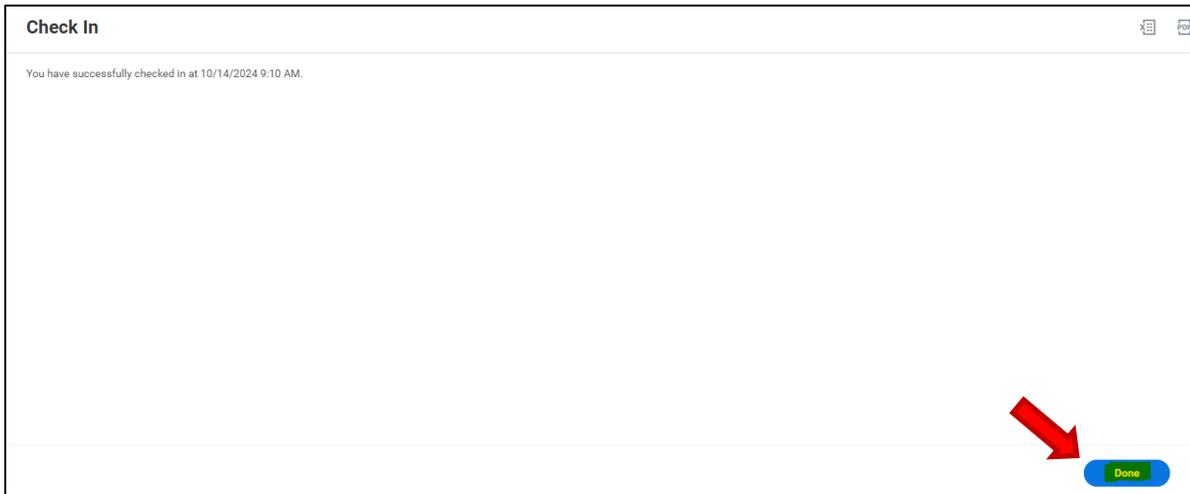
4. You will see a summary of the check in details. Click OK.

The screenshot shows a 'Check In' modal dialog box. At the top, it says 'You are checking in. Please enter your work details.' Below this, there are several fields: 'Worker' with a red asterisk and the value 'Garcia, Michelle'; 'Date' with a red asterisk and the value '10/14/2024'; 'Time' with a red asterisk and the value '09:10 AM'; and 'Time Zone' with the value 'GMT-06:00 Central Time (Chicago)'. There is also a 'Time Type' field with a dropdown menu showing 'Worked Time'. Below these fields is a 'Details' section with a 'Grant' field and a 'Comment' text area. At the bottom, there are two buttons: 'Cancel' and 'OK' (highlighted in blue).

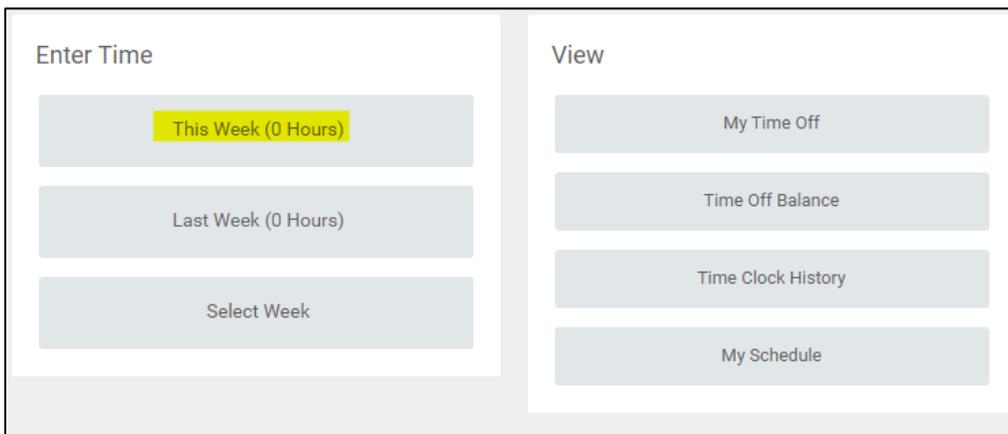
5. When you see this message, it means you have successfully checked in.

The screenshot shows a success message in a white box with a black border. The text reads: 'Check In' in a large, bold, black font, followed by 'You have successfully checked in at 10/14/2024 9:10 AM.' in a smaller, regular black font.

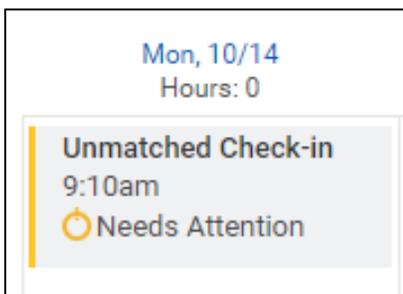
6. Click on Done on the lower right-hand corner of the page to view your check in time on your time calendar.



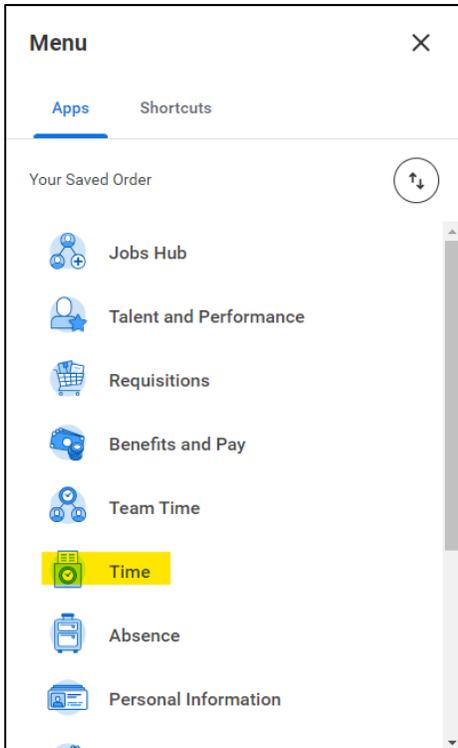
7. Click on This Week.



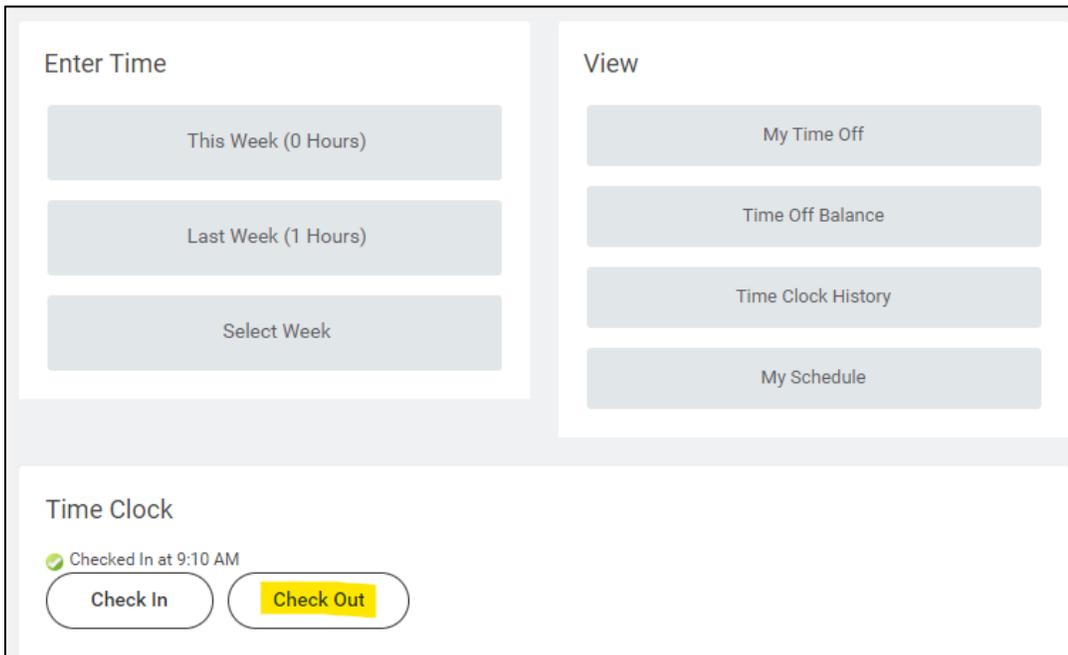
8. The check-in will be labeled as "Unmatched Check-In" on your calendar until you check out.



9. To check out, Click on Menu, then click on Time.



10. Click on Check Out.



11. You will see a summary of the check out details. If everything is correct, click OK.

Check Out [X]

Please click OK to check out. You will be checked out once you click OK.

Worker * Garcia, Michelle

Date * 10/14/2024

Time * 10:46 AM

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

Reason

Out

Details

Comment

12. When you receive this message, your check out process is complete. To view your check in/check out time, click on View My Calendar.

Check Out

You have successfully checked out at 10/14/2024 10:46 AM.

[View My Calendar](#)

13. 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.

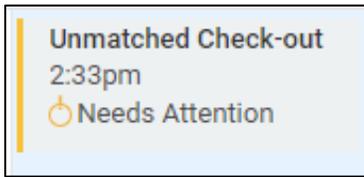
Worked Time

9:10am - 10:46am

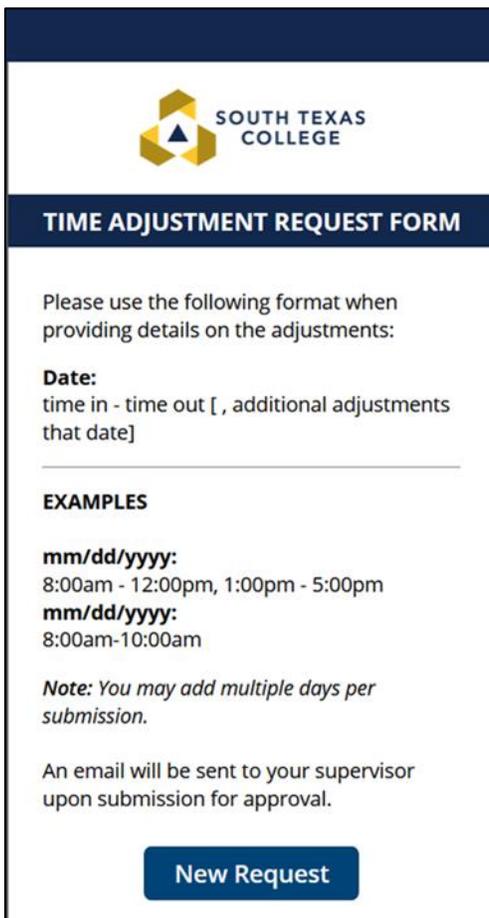
1.5 Hours

Not Submitted

14. If you Checked Out but did not Check In, the time block will show up as an "Unmatched Check-Out."



15. An Electronic Time Adjustment Request Form must be submitted to your supervisor to correct the Unmatched Check-In or Unmatched Check-Out. Review your time after your supervisor enters the time in Workday.

A screenshot of a "TIME ADJUSTMENT REQUEST FORM" from South Texas College. The form has a dark blue header with the college logo and name. Below the header, it provides instructions on the format for adjustments, including date and time. It includes two examples: "8:00am - 12:00pm, 1:00pm - 5:00pm" and "8:00am-10:00am". A note states, "Note: You may add multiple days per submission." At the bottom, it says, "An email will be sent to your supervisor upon submission for approval." and features a blue button labeled "New Request".