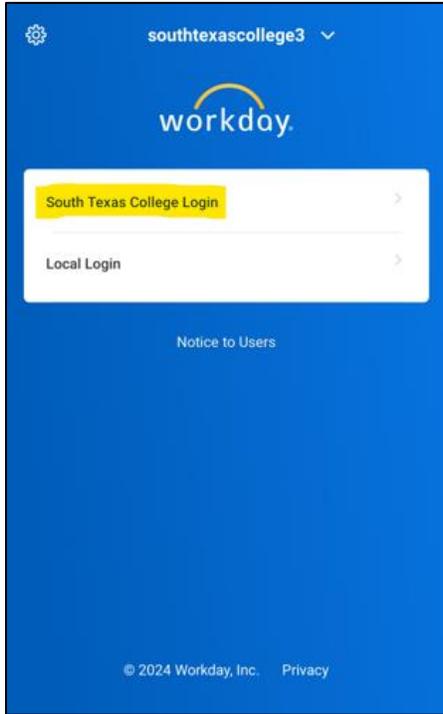
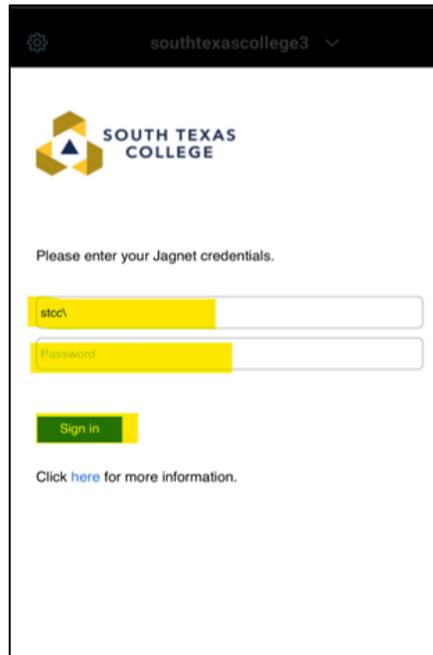
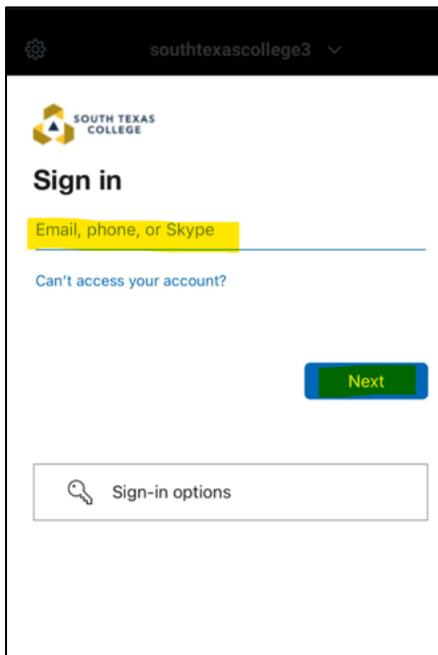


Review and Submit Hours Using the Workday Mobile App

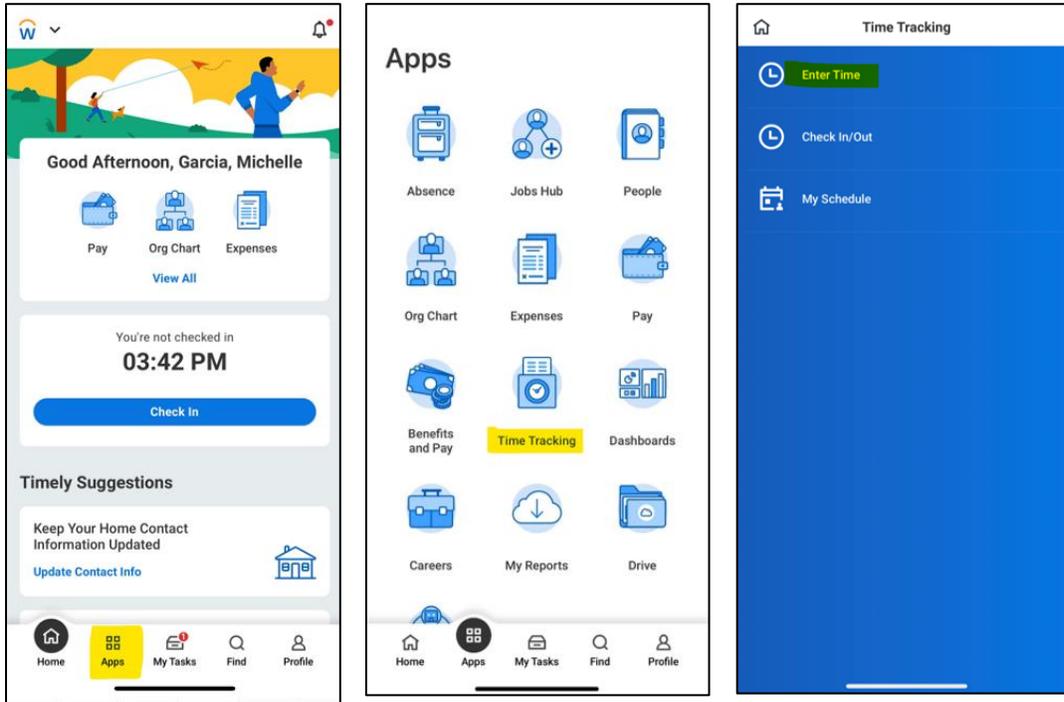
1. Log into the Workday App by clicking on **South Texas College Login**.



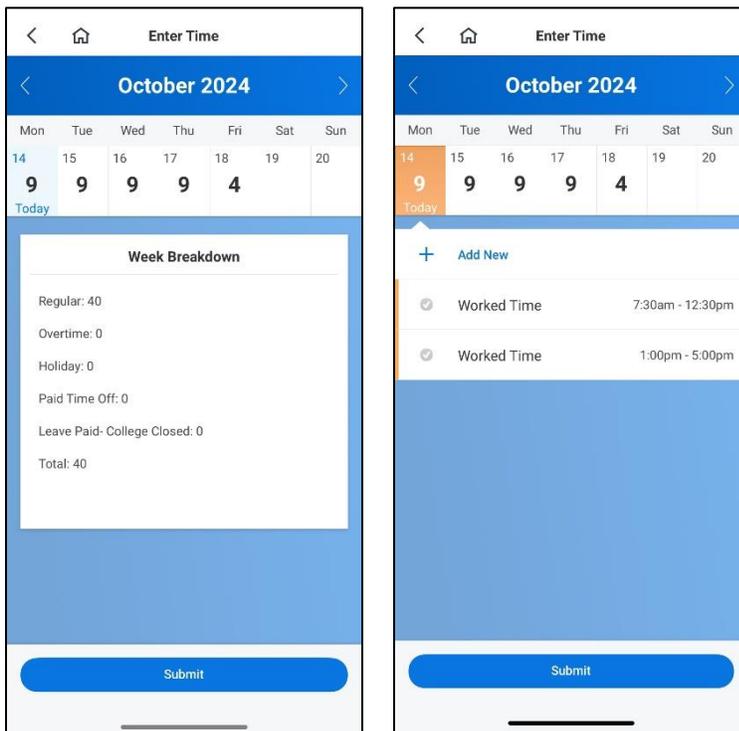
2. You will enter your South Texas College email. Click Next. You will enter your password and click **Sign In**.



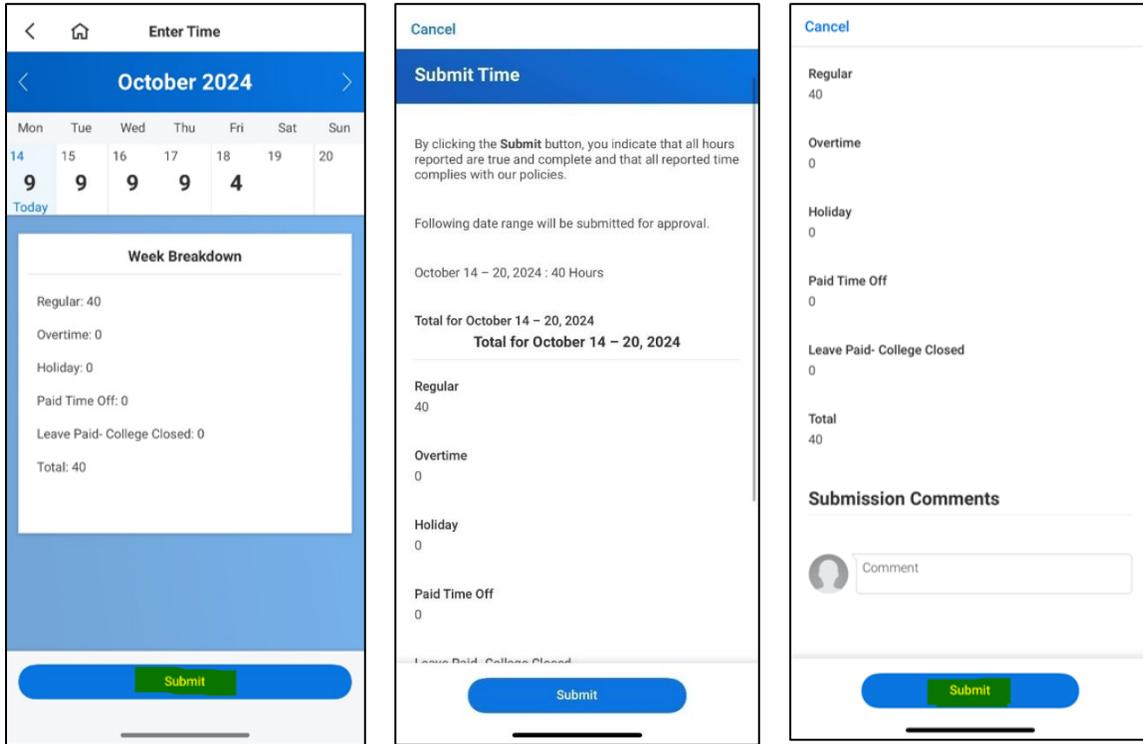
3. You will be directed to the home page. Click on **Apps**. Click on **Time Tracking**. Click on **Enter Time**.



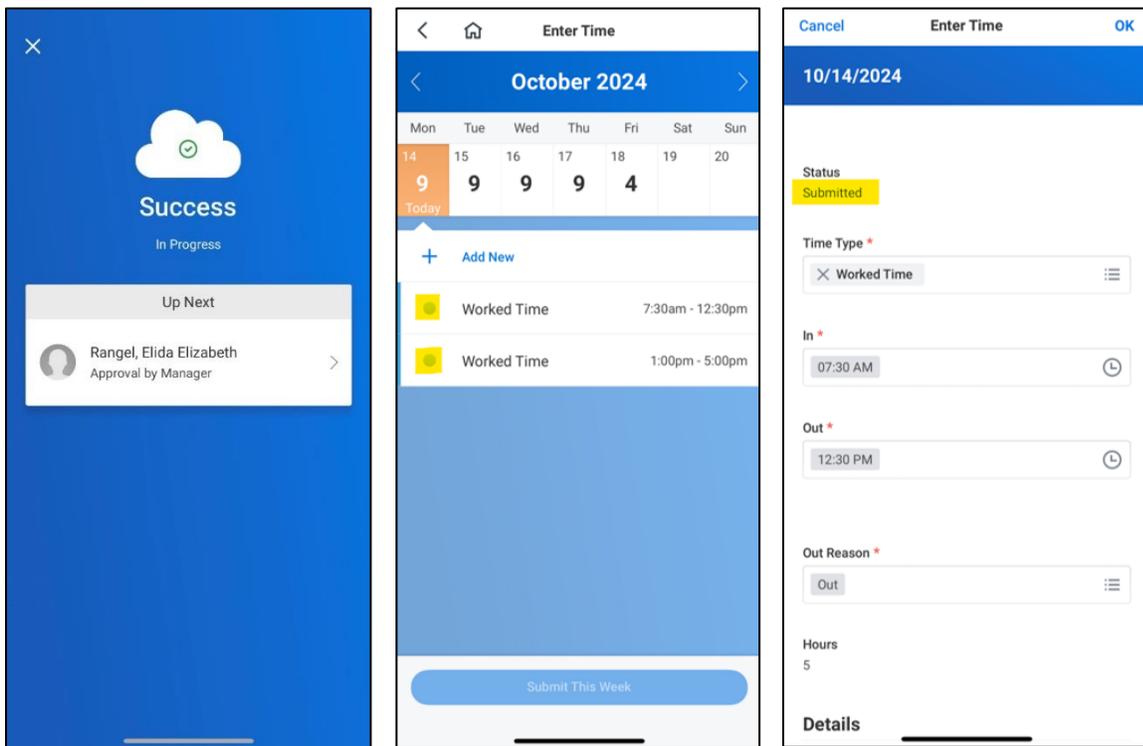
4. You will be directed to your time calendar to view a summary of your weekly work hours. If you click on a day in the week, it will show you all punches for the day.



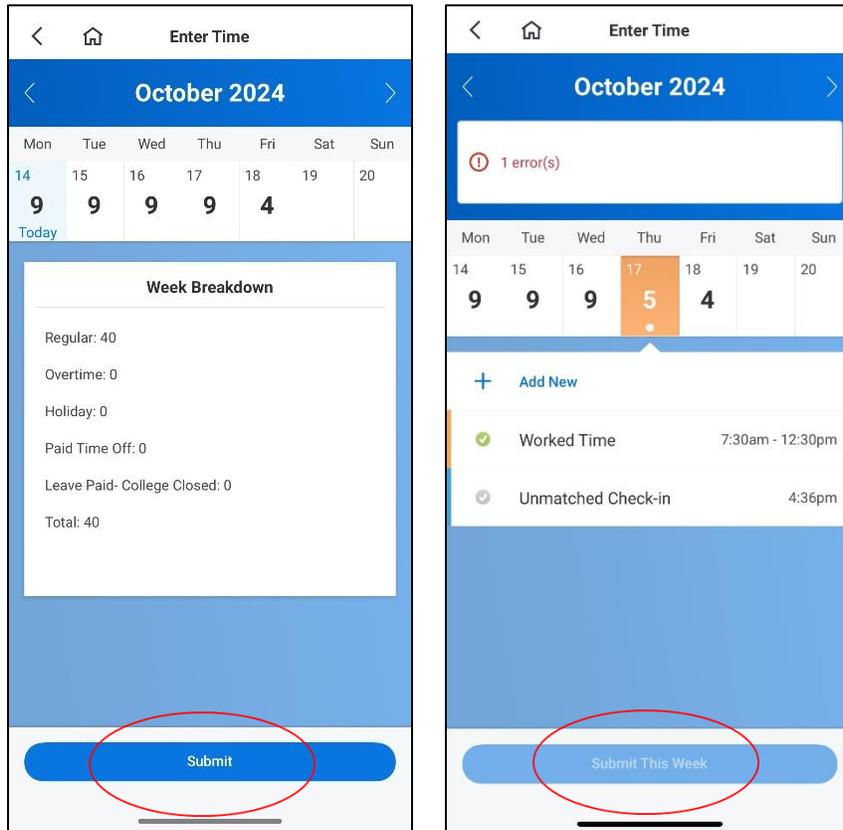
5. If all the hours are accurate, click **Submit**. You will be shown a breakdown summary of your hours. If correct, click **Submit** again.



6. When you see this page, you have successfully submitted your hours. Your hours will appear as submitted and are pending approval from your manager.



7. If you have an unmatched check-in or unmatched check-out, you will not be able to review or submit your hours until you submit an Electronic Time Adjustment Request Form and it is corrected by your supervisor.



Hours must be submitted by the employee and approved by the supervisor. If hours are not submitted and approved, you may not be paid for the hours worked. Employees may have to wait until the following pay cycle to get the hours paid.