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# Workday Basics for All Hourly Employees




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13. Updating/Changing Password
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# Checking in/out

STUDENTS **FACULTY/STAFF** LOCATIONS JAGNET BLACKBOARD A-Z INDEX CAMPUS SAFETY

 SOUTH TEXAS COLLEGE

biweekl

FUTURE STUDENTS APPLY NOW ACADEMICS STUDENT SERVICES CAMPUS LIFE A

**#1 HISPANIC-SERVING INSTITUTION IN THE NATION.**

WASHINGTON MONTHLY RANKINGS 2025

## Resources for Faculty & Staff

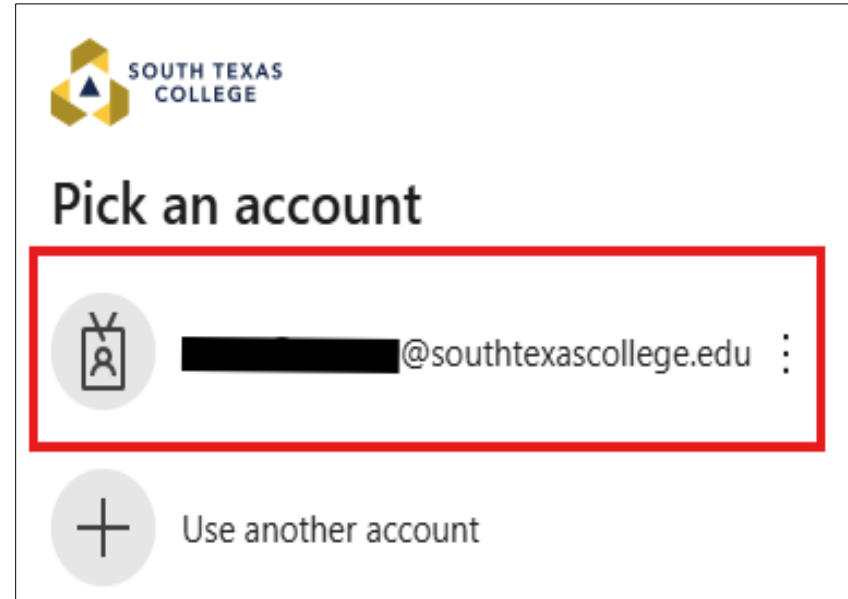
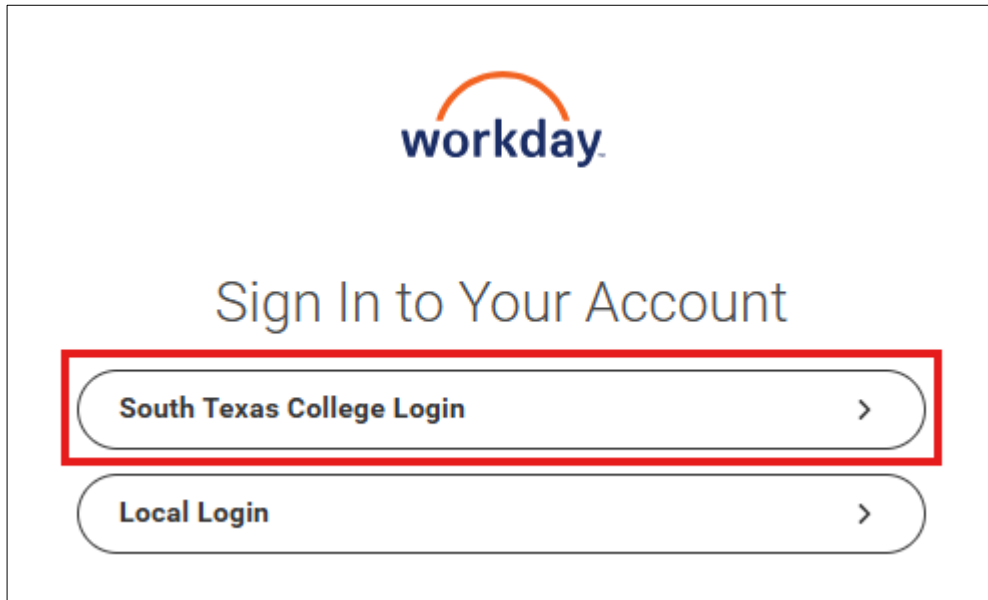
WORKDAY IS HERE

-  First Day with Workday
-  Workday Login
-  JagNet
-  BlackBoard
-  Web Mail
-  Workday Time
-  Service Desk Tickets
-  Facilities Request

Log into Workday through the college's website.



# Checking in/out



Log into Workday using your computer credentials.

# Checking In

The screenshot displays the Workday employee portal for South Texas College. The interface includes a top navigation bar with the college logo and notification icons. A sidebar on the left provides navigation for Home, Organization, Payroll, and Personal. The main content area is titled 'Welcome' and contains a search bar and a row of action buttons. The 'Check In' button is highlighted with a red border, indicating the next step in the process.

Click on **Check In**.

# Checking In

Check In

You are checking in. Please enter your work details.

Worker \* [REDACTED]

Date \* 04/10/2026

Time \* 09:10 AM

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

Time Type \*

**Details**

Comment

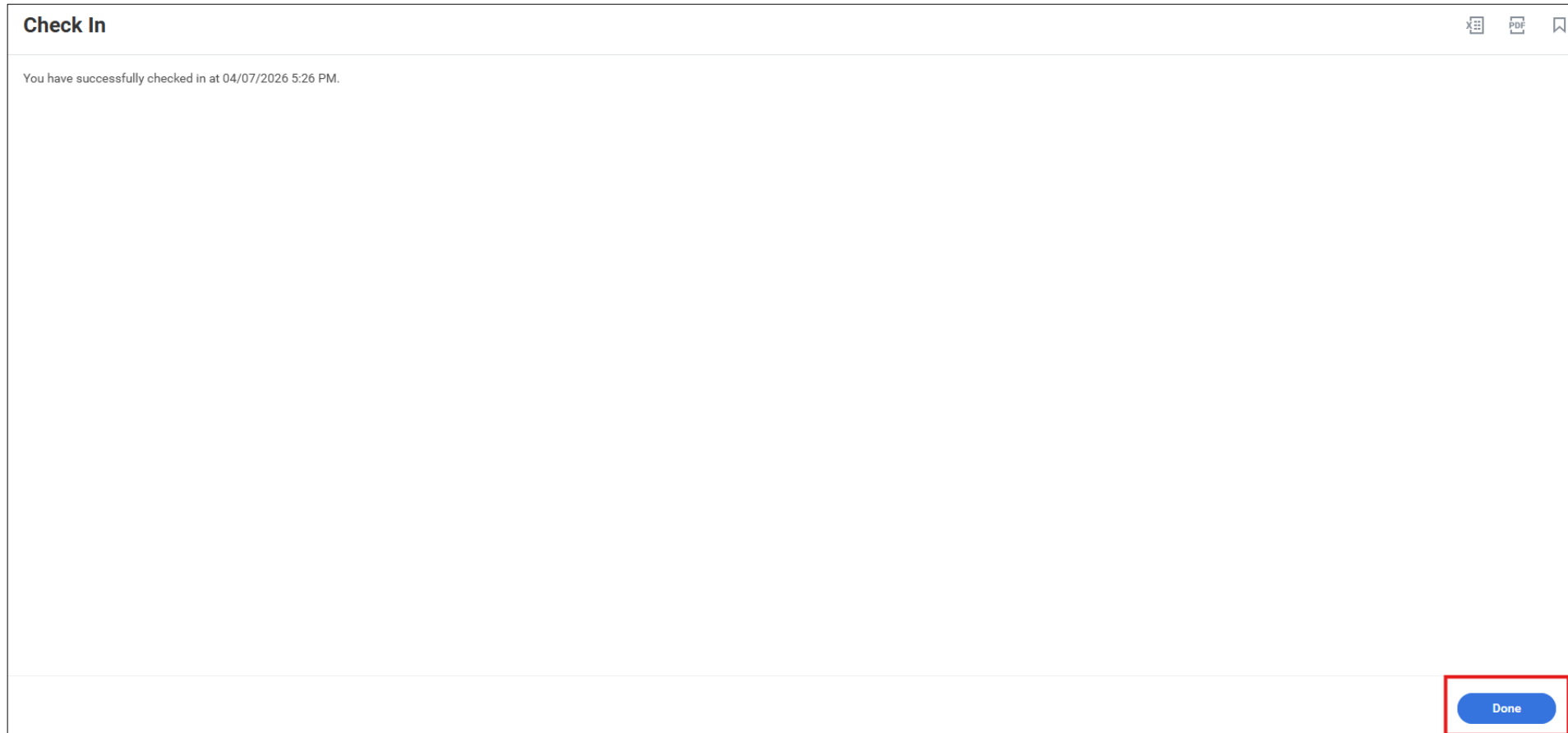
**Check In**

You have successfully checked in at 04/10/2026 9:10 AM.

When you see this message, you have successfully checked in.

You will see a summary of the Check In details. **Add comment if necessary.** Click **OK**.

# Checking In



To view your check in time on your time calendar, click on **Done** on the lower right-hand corner.

# Checking In

SOUTH TEXAS COLLEGE

99+ 17

Home

Organization

Payroll

Personal

Personal

Time

Talent and Performance

Benefits and Pay

Absence

Welcome

Q Search

Check In Check Out My Time Clock History My Schedule Enter Time for Worker

Hover over **Personal**, click on **Time**.

# Checking In

### Enter Time

This Week (0 Hours)

Last Week (36 Hours)

Select Week

### View

My Time Off

Time Off Balance

Time Clock History

My Schedule

Click on **This Week** to view your **Time Calendar**.

### Time Clock

✔ Checked In at 7:58 AM ←

Check In Check Out

Your **Check In** will be displayed under **Time Clock**.

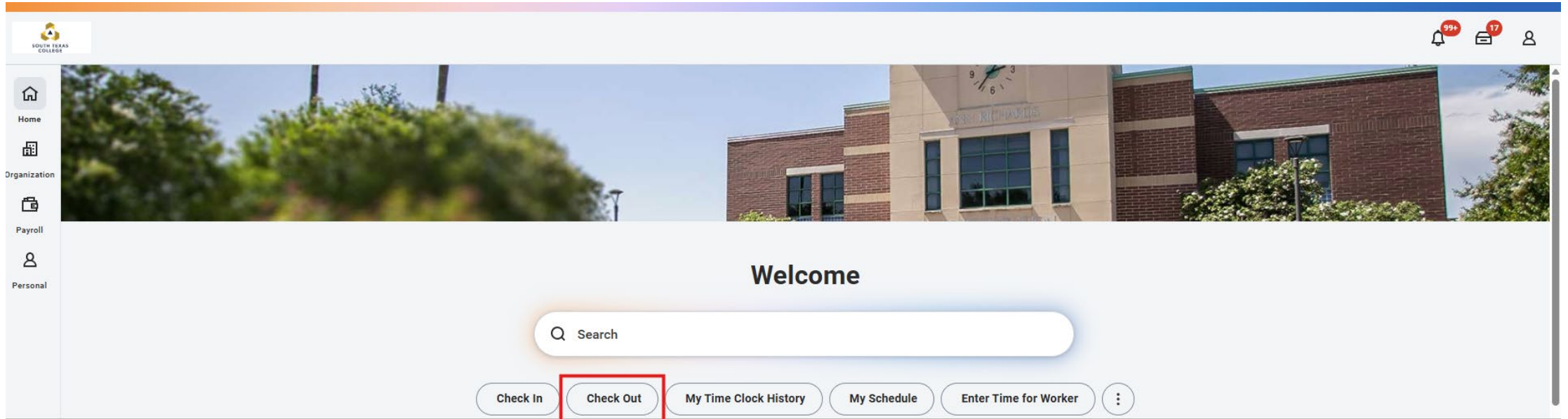
# Checking In

The screenshot displays a Workday time sheet for the week of April 6-12, 2026. The interface includes a navigation bar at the top with 'Today', navigation arrows, the date 'Apr 6 - 12, 2026', and buttons for 'Week' and 'Actions'. A red arrow points to a notification icon in the top right corner labeled '1 Error'. The main area is a calendar grid with columns for each day of the week. On Wednesday, April 8, there is an 'Unmatched Check-in' at 7:58am, marked with a yellow warning icon and 'Needs Attention'. A red arrow points to this entry. An error dialog box is open in the foreground, titled 'Error' in a red box, with the message: '1. Page Error - You have a Missing Check Out Please Check Out at the End of your Shift'. The right sidebar shows a 'Summary' for the week, listing categories like Regular, Overtime, Holiday, Paid Time Off, Leave Paid- College Closed, On-Call, and Total, with corresponding values.

Category	Value
Regular	18
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
On-Call	0
Total	18

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

# Checking Out



To check out, click on **Check Out** button

# Checking Out

**Check Out**

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

Worker \* [REDACTED]

Date \* 04/07/2026

Time \* 05:31 PM

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

Reason \*  Out

**Details**

Comment

You will see a summary of the check out details, **add comment, if necessary**, then Click **OK**.

**Check Out**

You have successfully checked out at 08/13/2025 5:32 PM.

[View My Calendar](#)

When you see this message, you have successfully checked out. To view your check out time, click on **View My Calendar**.

# Checking Out

### Check In

You are checking in. Please enter your work details.

Worker \* ██████████

Date \* 04/08/2026

Time \* 11:05 AM

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

Time Type \*

#### Details

Comment

Status  Checked In at 7:58 AM

You already checked in. Are you sure you want to check in again?

### Check In

**Errors: 1** [View All](#)

You are checking in. Please enter your work details.

Worker \* Sanchez, Blanca Estela

Date \* 04/08/2026

Time \* 11:05 AM

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

Time Type \*

#### Details

Comment

Status  Checked In at 7:58 AM

You already checked in. Are you sure you want to check in again?

**Error: You must select this check box to check in.**

### Discard Changes?

Are you sure you want to discard changes made on this page?

You will be prompted if you want to check in again.

# Checking Out

Today < > Apr 6 - 12, 2026 Week Actions

	Mon, 4/6 Hours: 9	Tue, 4/7 Hours: 9	Wed, 4/8 Hours: 0	Thu, 4/9 Hours: 0	Fri, 4/10 Hours: 0	Sat, 4/11 Hours: 0	Sun, 4/12 Hours: 0
					Pay date 03/16/2026 - 03/29/2026		Time Period End 03/30/2026 - 04/12/2026
7 AM							
8 AM	Worked Time 8:00am - 12:00pm 4 Hours ⊙ Not Submitted	Worked Time 8:00am - 12:00pm 4 Hours ⊙ Not Submitted					
9 AM							
10 AM							
11 AM							
12 PM							
1 PM	Worked Time 12:30pm - 5:30pm 5 Hours ⊙ Not Submitted	Worked Time 12:30pm - 5:31pm 5 Hours ⊙ Not Submitted					
2 PM							
3 PM							
4 PM							
5 PM							

Summary  
Apr 6 - 12, 2026

Regular	18
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
On-Call	0
Total	18

Review

No unmatched events. Time block will show as **Not Submitted**




# Unmatched Check In/Out

The screenshot displays a Workday time sheet for the week of April 6-12, 2026. The interface includes a navigation bar at the top with 'Today', navigation arrows, the date range 'Apr 6 - 12, 2026', and buttons for 'Week' and 'Actions'. A red arrow points to a notification bar in the top right corner that says '1 Error'. Below the navigation bar, the time sheet grid shows columns for each day of the week. On Monday, April 6, there is an 'Unmatched Check-out' at 12:22pm with a 'Needs Attention' icon. On Tuesday, April 7, there is an 'Unmatched Check-in' at 8:00am with a 'Needs Attention' icon. A red box highlights these two entries. A modal error dialog is open in the center, titled 'Error', with the message: '1. Page Error - You have a Missing Check Out Please Check Out at the End of your Shift'. A red arrow points down from the error message towards the bottom right of the screen. On the right side, a 'Summary' panel shows a list of categories and their counts: Regular (0), Overtime (0), Holiday (0), Paid Time Off (0), Leave Paid- College Closed (0), On-Call (0), and Total (0).

Category	Count
Regular	0
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
On-Call	0
Total	0

# Automated Notifications for Unmatched Events

Unmatched Time Clock Events (Employee)

 South Texas College Administrator <[southtexascollege@myworkday.com](mailto:southtexascollege@myworkday.com)>  
To: Blanca Sanchez

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

Please submit ETARF (Electronic Time Adjustment Request Form) to your supervisor to either correct/adjust/edit/delete before the pay period locks.

Sanchez, Blanca Estela - 04/01/2026 2:05 PM - In

This email was intended for [bsanchez\\_2699@southtexascollege.edu](mailto:bsanchez_2699@southtexascollege.edu) · [Manage Preferences](#)

🗨️ Reply 🗨️ Reply All ➔ Forward 👤 ...  
Mon 4/6/2026 6:00 AM

Automated Unmatched Time Clock event notifications are sent in Outlook.

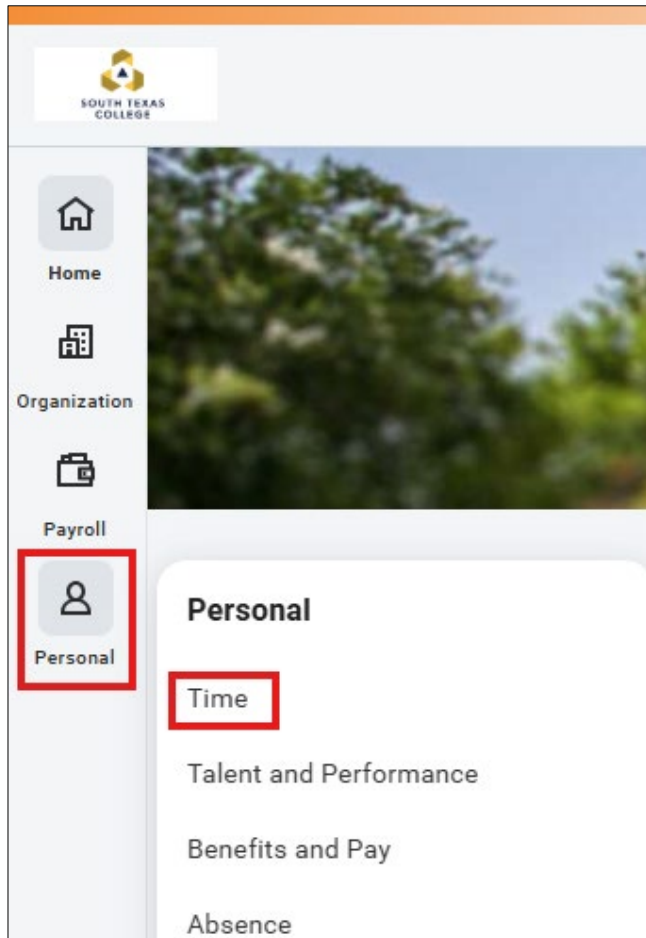


# Automated Notifications for Unmatched Events

The screenshot displays a Workday notification interface. At the top, there is a search bar with the text 'oscar colo' and a search icon. To the right of the search bar are notification icons: a bell icon with '99+', a calendar icon with '17', and a user profile icon. Below the search bar is the 'Notifications' section. On the left, there are filters for 'Viewing: All' and 'Sort By: Newest', along with a 'From Last 30 Days' indicator. A list of notifications is shown, with the first one, 'Unmatched Time Clock Events (Employee) 3 day(s) ago', highlighted with a red box. To the right of this list is the 'Alert Notification Details' section. It shows the notification was sent '3 day(s) ago' and is titled 'Alert Notification: Notify Sanchez, Blanca Estela of Unmatched Time Clock Events (Employee)'. The details include: 'Creation Time: 04/06/2026 06:00:05.708 AM', 'Recipient: Sanchez, Blanca Estela', 'Subject: Unmatched Time Clock Events (Employee)', and 'Body: Please submit ETARF (Electronic Time Adjustment Request Form) to your supervisor to either correct/adjust/edit/delete before the pay period locks. Sanchez, Blanca Estela - 04/01/2026 2:05 PM - In'. A red arrow points to the 'Notification Topic' field, which contains the text 'Sanchez, Blanca Estela - 04/01/2026 2:05 PM - In'.

Automated Unmatched Time Clock event notifications are also sent in Workday.

# Reviewing and Submitting Hours



Hover over **Personal**  
and click on **Time**.



Click on **This week**, **Last Week**  
or any week that is still open.

# Reviewing and Submitting Hours

Today < > Mar 30 – Apr 5, 2026 Week Actions

	Mon, 3/30 Hours: 8	Tue, 3/31 Hours: 8	Wed, 4/1 Hours: 8	Thu, 4/2 Hours: 0	Fri, 4/3 Hours: 0	Sat, 4/4 Hours: 0	Sun, 4/5 Hours: 0
			Time Period Lockout 03/16/2026 - 03/29/2026	Semester Break 2026	Semester Break 2026		
				Holiday 8 ⌚ Not Submitted	Holiday 8 ⌚ Not Submitted		
8 AM	Worked Time 8:00am - 1:01pm 5 Hours ⌚ Not Submitted	Worked Time 8:00am - 11:59am 4 Hours ⌚ Not Submitted	Worked Time 8:02am - 12:30pm 4.5 Hours ⌚ Not Submitted				
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM	Worked Time 2:02pm - 5:00pm 3 Hours ⌚ Not Submitted	Worked Time 1:04pm - 5:00pm 4 Hours ⌚ Not Submitted	Worked Time 1:32pm - 5:01pm 3.5 Hours ⌚ Not Submitted				
3 PM							
4 PM							
5 PM							

### Summary

Mar 30 – Apr 5, 2026

Regular	24
Overtime	0
Holiday	16
Paid Time Off	0
Leave Paid- College Closed	0
On-Call	0
<b>Total</b>	<b>40</b>

Review

Review worked time is correct and click **Review**.

# Reviewing and Submitting Hours

<b>Summary</b>	
Mar 30 – Apr 5, 2026	
Regular	24
Overtime	0
Holiday	16
Paid Time Off	0
Leave Paid- College Closed	0
On-Call	0
Total	40

The summary will provide a breakdown of the time for the week.

# Reviewing and Submitting Hours

### Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

March 30 – April 5, 2026 : 24 Hours

**Total for March 30 – April 5, 2026**

Regular	24
Overtime	0
Holiday	16
Paid Time Off	0
Leave Paid- College Closed	0
On-Call	0
<b>Total</b>	<b>40</b>


enter your comment

<b>Worked Time</b> 8:09am - 12:25pm 4.25 Hours Submitted	<b>Worked Time</b> 8:14am - 12:54pm 4.75 Hours Submitted	<b>Worked Time</b> 8:11am - 12:40pm 4.5 Hours Submitted	<b>Worked Time</b> 8:11am - 1:45pm 5.5 Hours Submitted	<b>Worked Time</b> 8:06am - 11:57am 4 Hours Submitted
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If all time is correct, click **Submit**.

All time worked for the week will show up as submitted and pending approval by your supervisor.

# Reviewing and Submitting Hours



Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:03am - 12:03pm 4 Hours ✓ Approved
Worked Time 1:30pm - 5:31pm 4 Hours ✓ Approved	Worked Time 1:30pm - 5:29pm 4 Hours ✓ Approved	Worked Time 1:30pm - 5:30pm 4 Hours ✓ Approved	Worked Time 1:30pm - 5:30pm 4 Hours ✓ Approved	

Once your supervisor approves your time, they will be highlighted with a green bar and check mark and will appear as **Approved**.

# Reviewing and Submitting Hours

Summary	
Aug 11 – 17, 2025	
Regular	36
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid-College Closed	4
Total	40


[Review](#)

Summary	
Aug 11 – 17, 2025	
Regular	32
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	4
Total	36

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.

**\*Time must be submitted by the employee and approved by the supervisor. If time is not submitted and approved, you may not be paid for the time worked. Employees may have to wait until the following pay cycle to get paid.**

# Electronic Time Adjustment Request - PowerApps

 **TIME ADJUSTMENT REQUEST FORM**  
FOR DEPARTMENT INTERNAL USE ONLY

THIS ORIGINAL FORM MUST BE KEPT BY DEPARTMENT ACCORDING TO THE REQUIRED PAYROLL RETENTION SCHEDULE FOR THE COLLEGE.

Printed Employee Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
A #: \_\_\_\_\_

Day:	**INDICATE HOURS BELOW IN ROUNDED TIME**						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Punch Date:							
Time IN:							
Time OUT:							
Time IN:							
Time OUT:							
Time IN:							
Time OUT:							

Justification for Punch Adjustment: \_\_\_\_\_  
\_\_\_\_\_  
Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

THIS ORIGINAL FORM MUST BE KEPT BY DEPARTMENT ACCORDING TO THE REQUIRED PAYROLL RETENTION SCHEDULE FOR THE COLLEGE.

**\*\*\*For Supervisor/Designee Making the Adjustment Use Only\*\*\***

Punches Corrected:


Comments: \_\_\_\_\_

Signature of Employee Entering Adjustment: \_\_\_\_\_  
Date: \_\_\_\_\_

**\*\*THIS FORM SHOULD ONLY BE USED FOR THE FOLLOWING:**  
NEW HIRE ORIENTATION/NEW HIRE HOURS  
NO COMPUTER ACCESS  
NO ELECTRICITY OR INTERNET ACCESS & CANNOT ACCESS THE ELECTRONIC TIME ADJUSTMENT FORM

Business Office Revised 02/28/23 BO-7700



 **SOUTH TEXAS COLLEGE**

**TIME ADJUSTMENT REQUEST FORM**

Please use the following format when providing details on the adjustments:

**Date:**  
time in - time out [, additional adjustments that date]

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**EXAMPLES**

**mm/dd/yyyy:**  
8:00am - 12:00pm, 1:00pm - 5:00pm

**mm/dd/yyyy:**  
8:00am-10:00am

*Note: You may add multiple days per submission.*

An email will be sent to your supervisor upon submission for approval.

[New Request](#)

An Electronic Time Adjustment Request Form must be submitted to your supervisor to correct the **Unmatched Check-In** or **Unmatched Check-Out**.

The ETARF is the preferred method for submitting time adjustments, unless there is no electricity or internet.

[southtexascollege.edu/go/tarf](https://southtexascollege.edu/go/tarf)



# Time Adjustment Request Form

Log In to: [www.southtexascollege.edu/go/tarf](http://www.southtexascollege.edu/go/tarf)

Using your same credentials as Jagnet and then click **Next** or select your account.

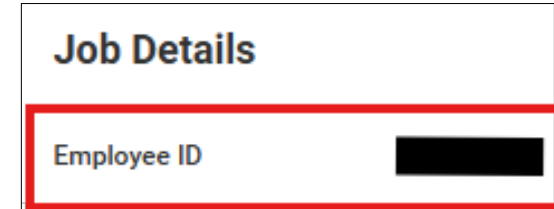
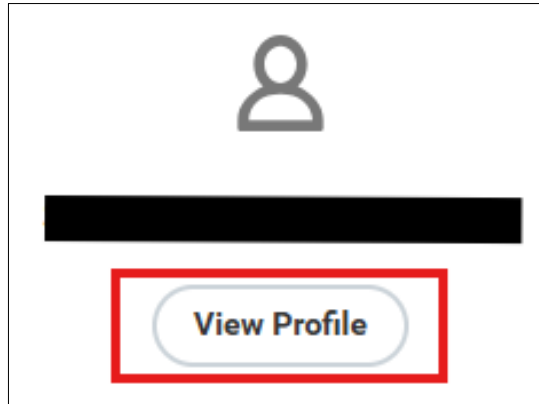
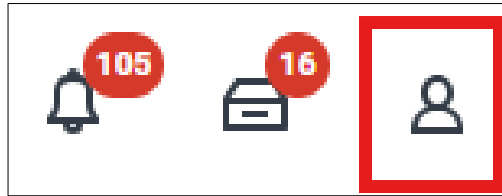
The image displays three sequential screenshots of the login and request form process:

- First Screenshot:** Microsoft Sign in page. The "Email or phone" input field and the "Next" button are highlighted with red boxes.
- Second Screenshot:** Microsoft "Pick an account" page. A user account is selected, and the "Use another account" option is visible.
- Third Screenshot:** PowerApps "Time Adjustment Request Form" interface. The "New Request" button at the bottom is highlighted with a red box. The form includes instructions on date format (mm/dd/yyyy), examples of time adjustments (e.g., 8:00am - 12:00pm), and a note that an email will be sent to the supervisor upon approval.

When you see the PowerApps Time Adjustment Request Form, click on **New Request**.

Enter the Required Fields: Enter your Workday ID#, Supervisor Name, Start Date (the day or days you need the adjustment for), End Date, Time Adjustment (time you need in your timecard to be fixed or added), Reason (justification of why the time adjustment is needed). Attachments are optional but you can use this section to upload any conference schedule that you may have attended. Once information is complete, click submit. Your supervisor will receive an email notification to process your request in Workday.

# Time Adjustment Request Form

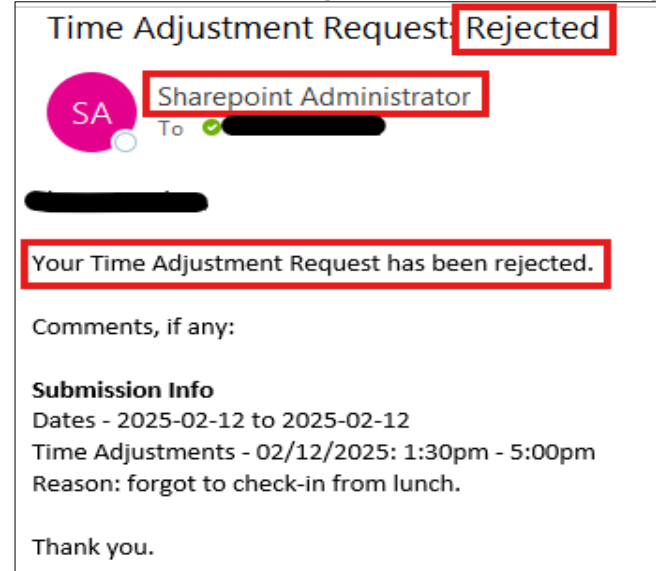
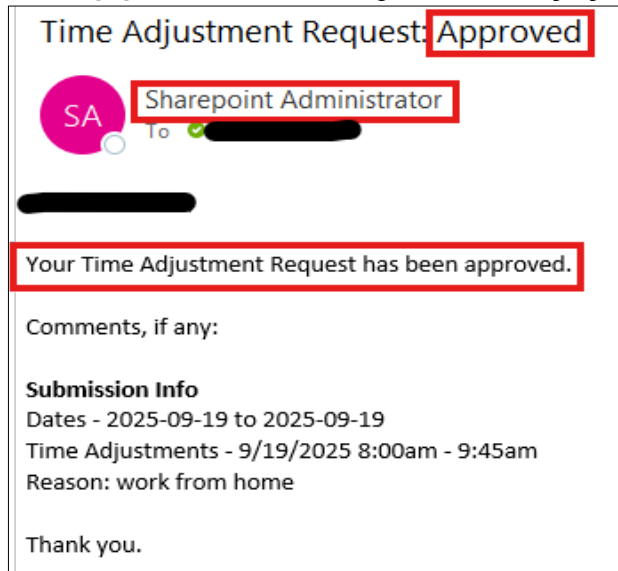


To search for your Workday Employee ID, click on the Profile icon and click View Profile.

# Time Adjustment Request Form

## Confirmation Email

You will receive an email confirmation from **SharePoint Administrator** notifying you that your time adjustment has been either approved or rejected by your supervisor. Please see examples below of Approved and Rejected.



If your time adjustment request is **approved**, it is your responsibility to ensure it is posted in Workday. Verify the information and submit it to your supervisor for approval.

If your time adjustment request is **rejected**, check the comments if provided in the email you received from SharePoint Administrator or inquire with your supervisor the reason why it was rejected. If correction is needed, you will need to re-submit a new electronic TARF.



# Pay Period Lock Dates

Workday Time Tracking Payroll Deadlines		
Pay Week	Closing Day	Pay Date
03/30/2026 – 04/12/2026	04/15/2026	04/24/2026
04/13/2026 – 04/26/2026	04/29/2026	05/08/2026
04/27/2026 – 05/10/2026	05/13/2026	05/22/2026
05/11/2026 – 05/24/2026	05/27/2026	06/05/2026
05/25/2026 – 06/07/2026	06/10/2026	06/18/2026

Sun, 4/12 Hours: 0	Wed, 4/15 Hours: 0	Fri, 4/24 Hours: 0
Time Period End 03/30/2026 - 04/12/2026	Time Period Lockout 03/30/2026 - 04/12/2026	Pay date 03/30/2026 - 04/12/2026

Pay period lock dates will be displayed on the **Workday Time Tracking** webpage and will also be displayed on the employee’s time calendar.

Lock days, every other Wednesday at 5:00 pm.



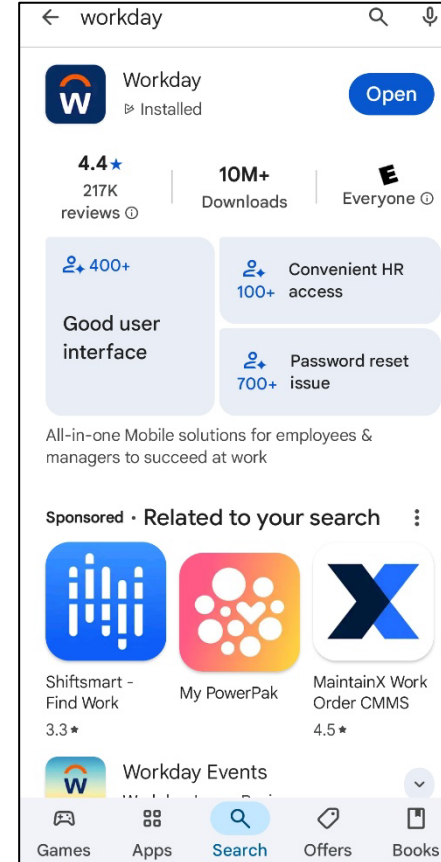
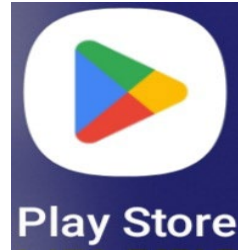
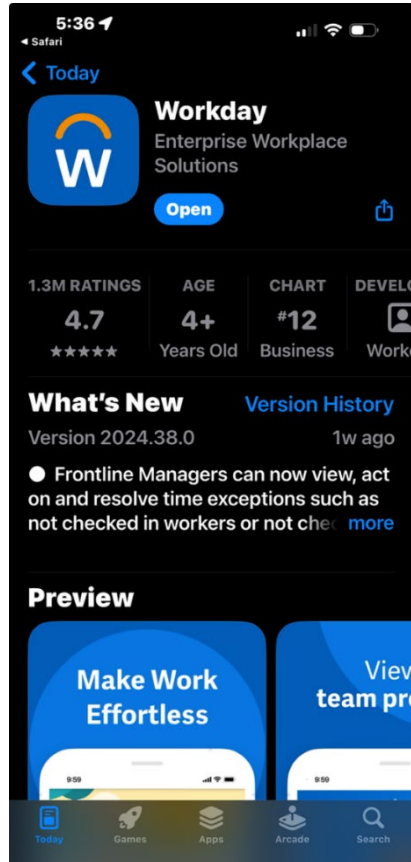
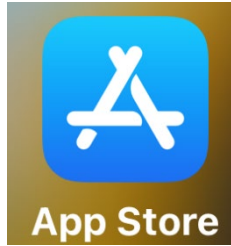
# Holidays in Workday

Fri, 7/4 Hours: 0	Sat, 7/5 Hours: 0
<b>Independence Day</b>	
<b>Holiday</b> 8	

Today < > Dec 23 – 29, 2024 ▾				
Mon, 12/23 Hours: 0	Tue, 12/24 Hours: 0	Wed, 12/25 Hours: 0	Thu, 12/26 Hours: 0	Fri, 12/27 Hours: 0
Winter Break 2024	Winter Break 2024	Winter Break 2024	Winter Break 2024	Winter Break 2024
7 AM				
8 AM				
9 AM				
10 AM				

Holidays will automatically populate on employees' time calendars to be submitted by them.

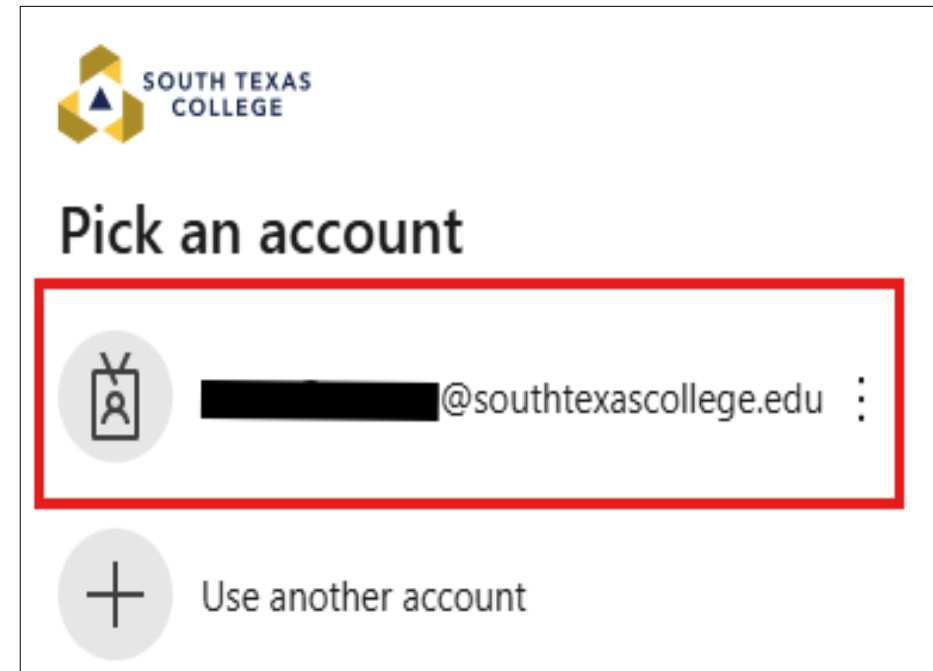
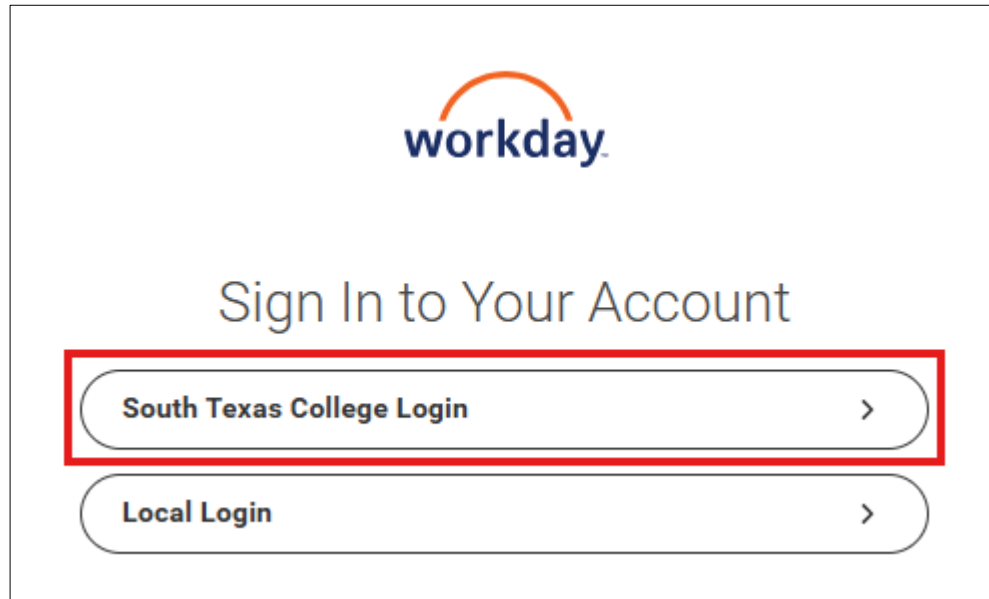
# Connecting to the Workday Mobile App



The Workday Mobile App can be downloaded on Android or iOS.

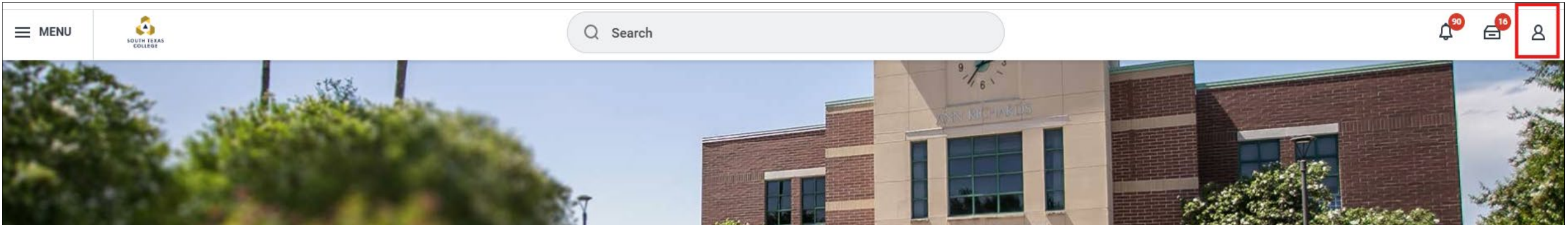


# Connecting to the Workday Mobile App



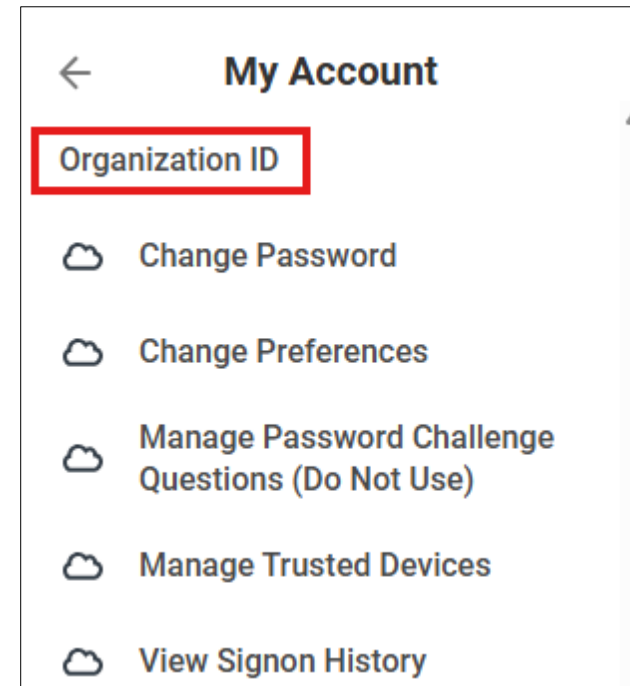
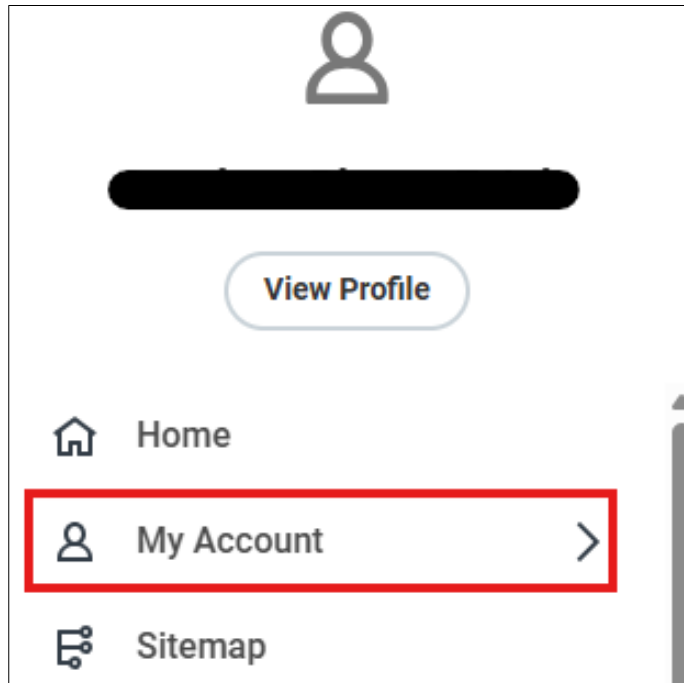
To connect to the Workday Mobile App to your Workday account, log into Workday to get the organization ID QR code to connect to the app.

# Connecting to the Workday Mobile App



Click on the profile icon on the top right corner.

# Connecting to the Workday Mobile App



Click on **My Account**. Click on **Organization ID**.

# Connecting to the Workday Mobile App


Access Workday on the go ✕

Get the Workday mobile app and use your Organization ID to connect.

**i** Your Organization ID: southtexascollege

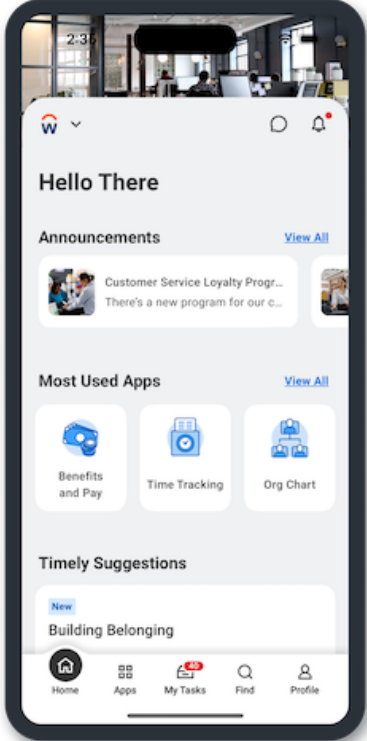
**ios** **Android**

**Scan**



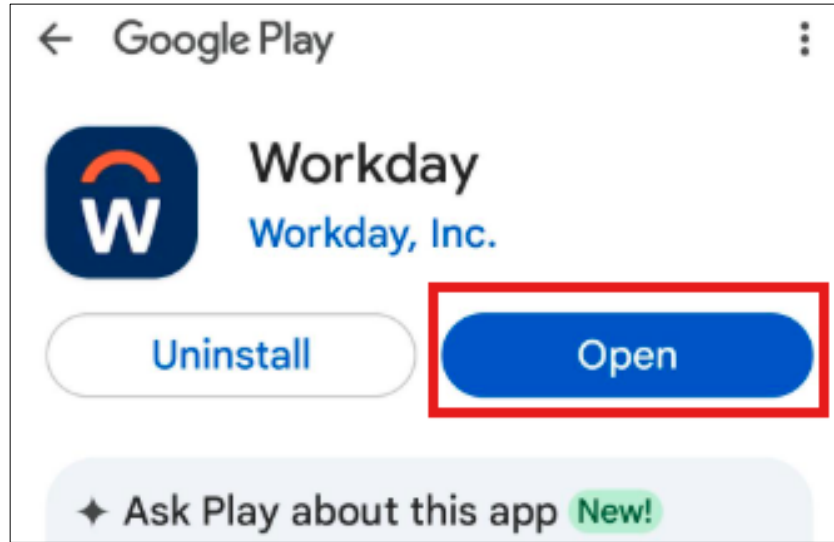
**Download**

Download on the App Store

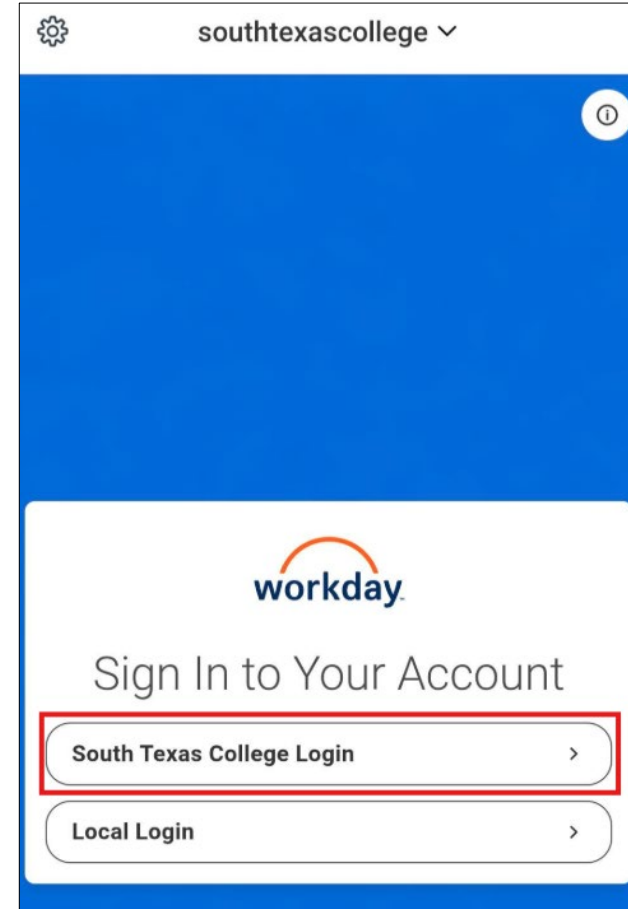


Click on the respective tab to scan the QR code on the mobile app.

# Connecting to the Workday Mobile App



Open the Mobile App.




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



# Connecting to the Workday Mobile App

southtexascollege ▾


 SOUTH TEXAS COLLEGE

## Sign in


Email, phone, or Skype

[Can't access your account?](#)

**Next**

 Sign-in options

southtexascollege ▾

 SOUTH TEXAS COLLEGE

Please enter your Jagnet credentials.

██████████@southtexascollege.edu

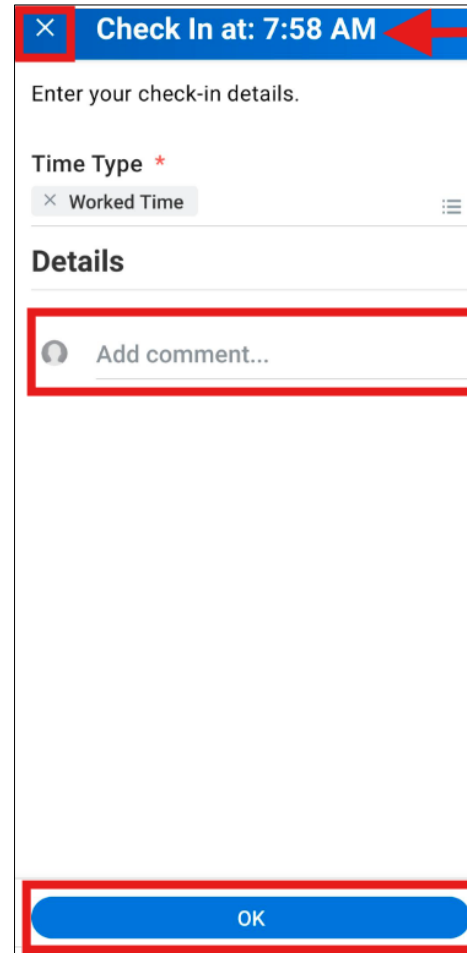
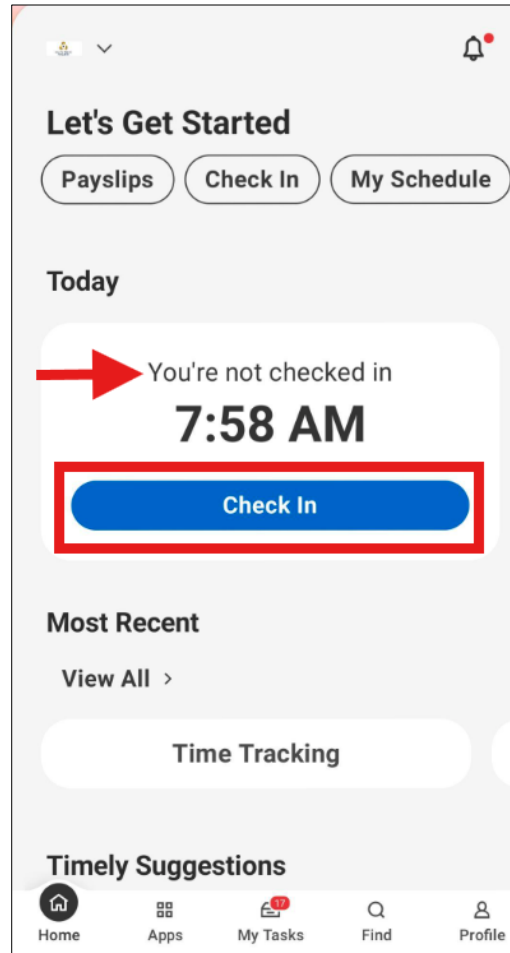
Password

**Sign in**

Click [here](#) for more information.

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

# Checking in on the Workday Mobile App

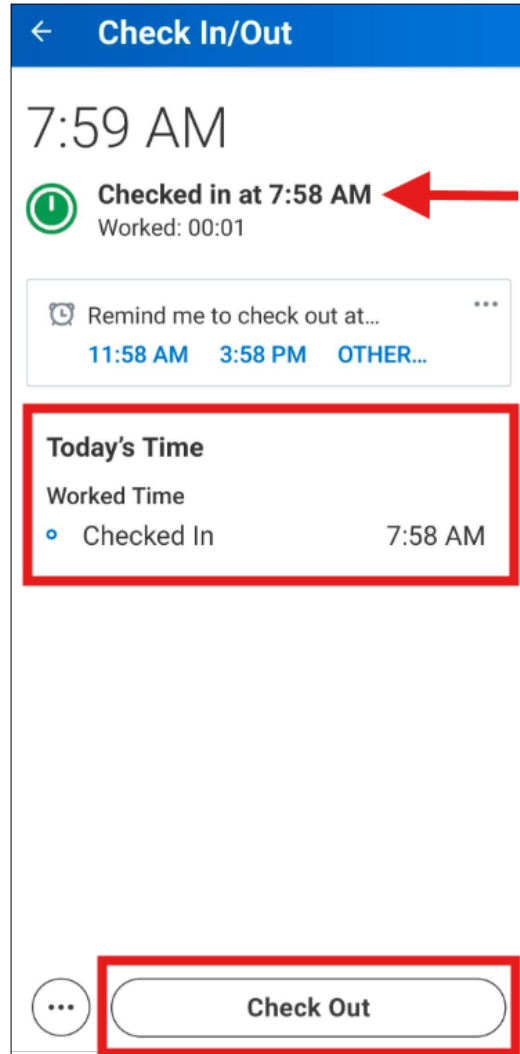


## **Note:**

You may **ONLY** Check In/Out using Jaguar or EDUROAM networks.

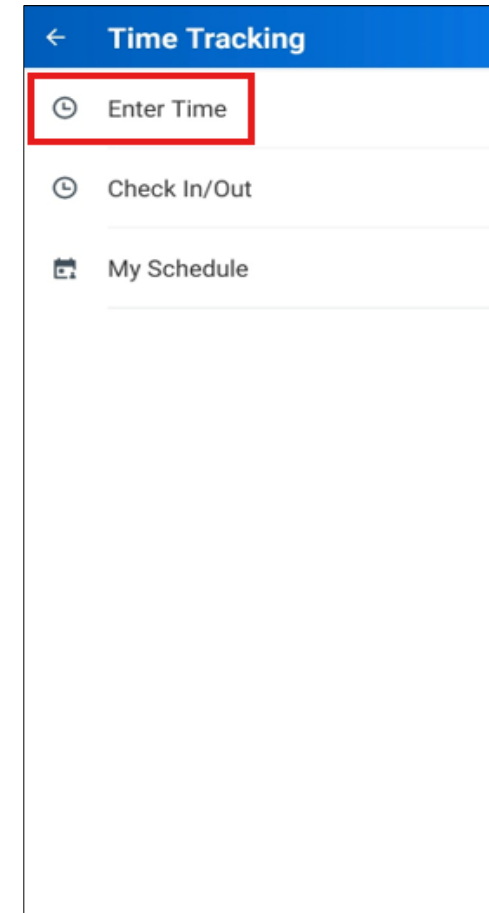
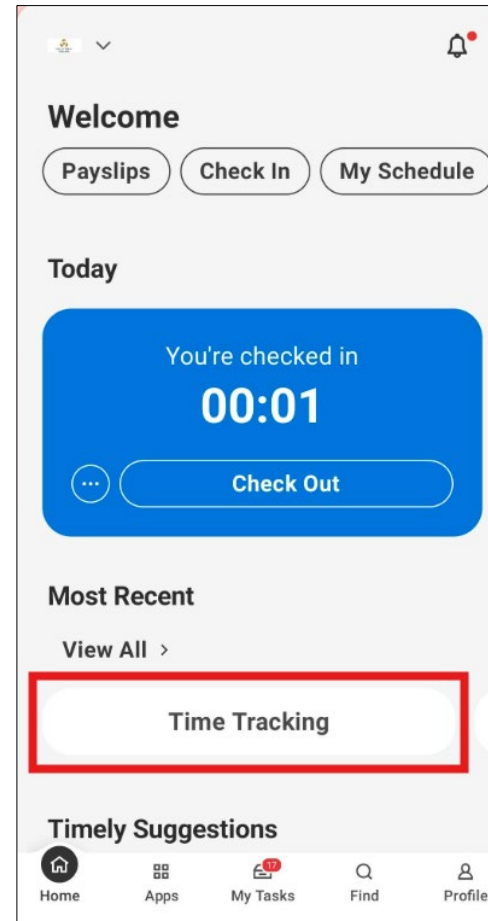
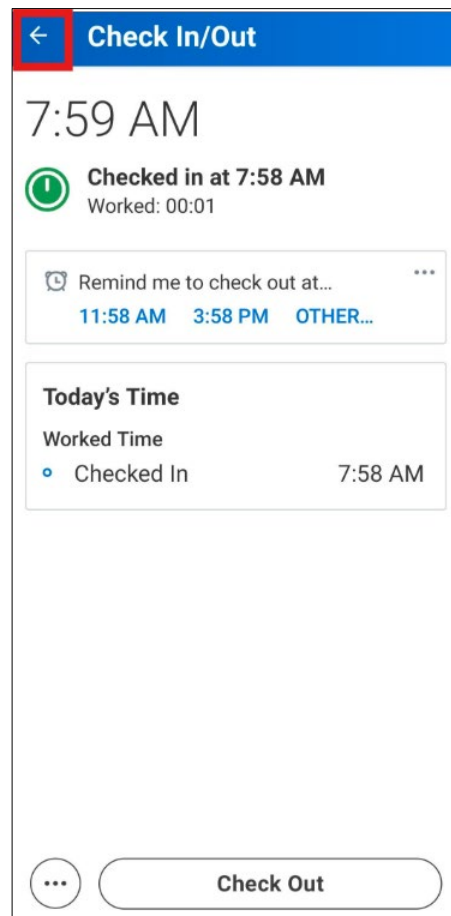
Once you sign into the app, you will be directed to the home page.  
Click on the **Check In/Out** button.

# Check In on Workday Mobile App



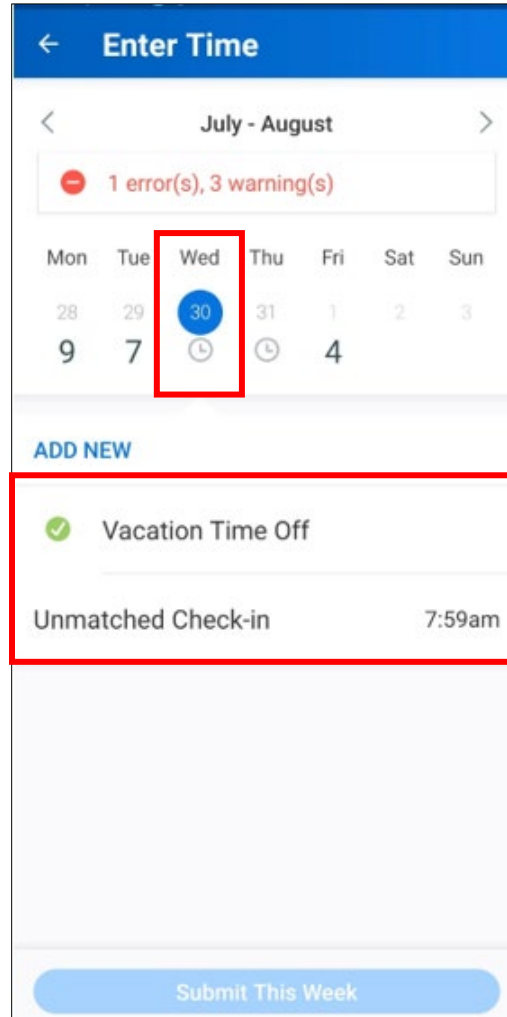
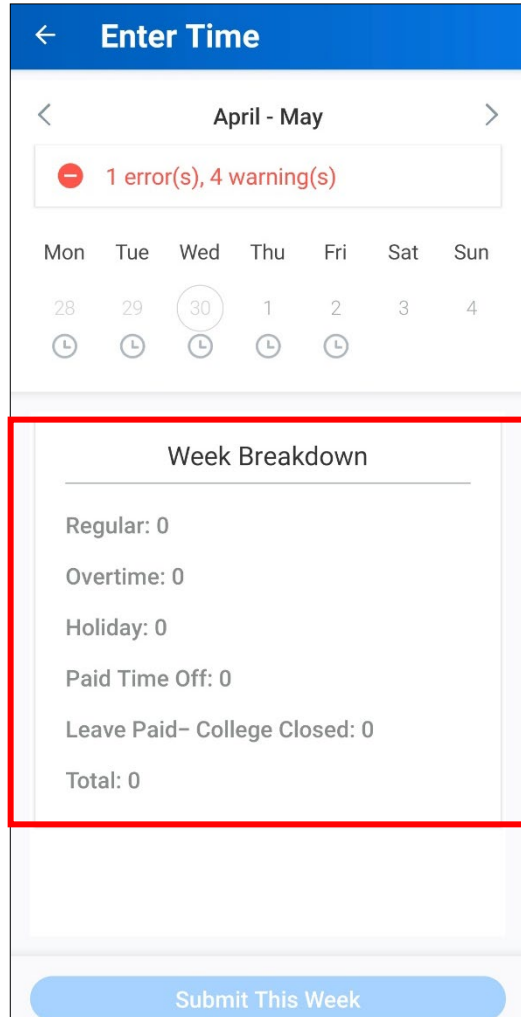
When you see this screen, you have successfully checked in

# Check In on Workday Mobile App



To view your Check In time on your time calendar, click on the back arrow on top left of the screen. Click on **Time Tracking**, click on **Enter Time**.

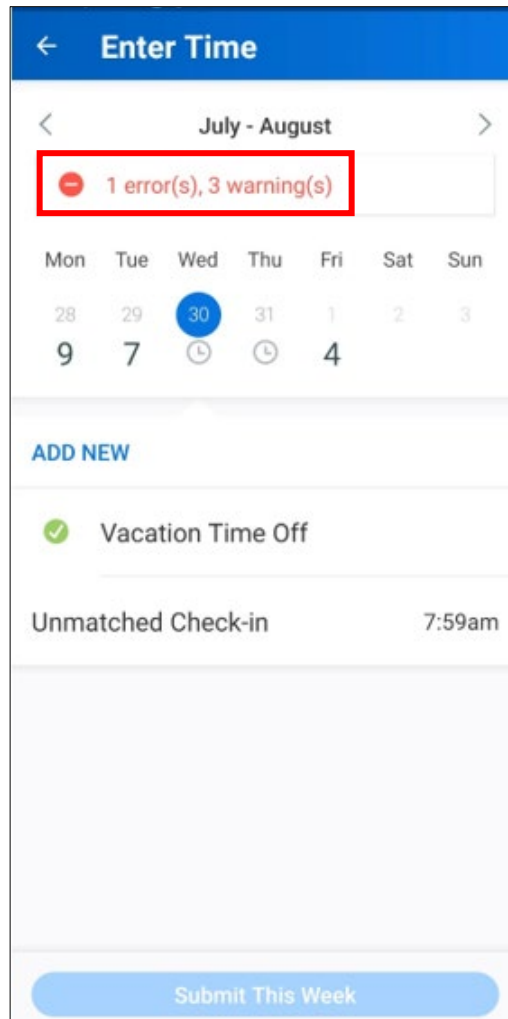
# Check In on Workday Mobile App



You will be directed to the current week.

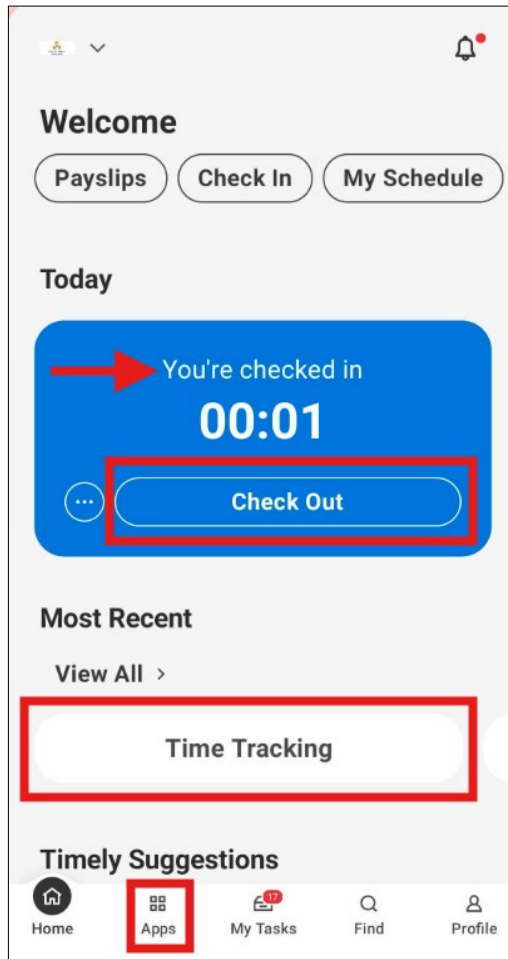
Click on the day you checked in. The check-in will be labeled "Unmatched Check-In" on your time calendar until you check out.

# Check In on Workday Mobile App

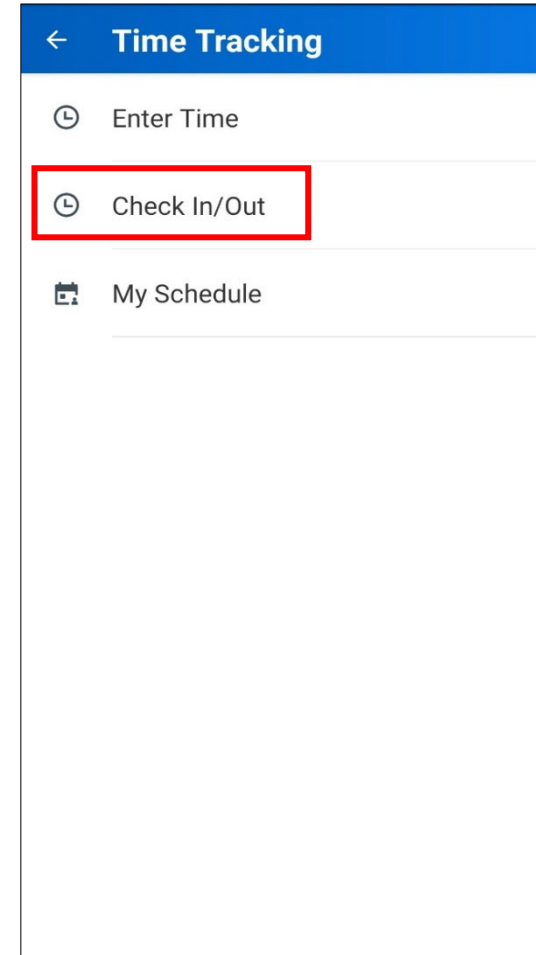
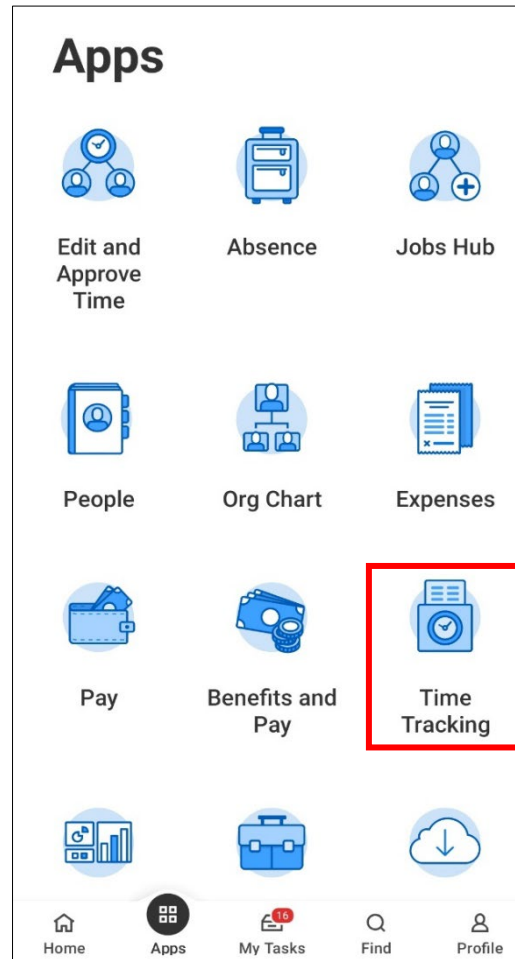


You will also see an error that says, "You have a Missing Check Out. Please Check Out at the End of your Shift." This error will no longer appear once you check out.

# Check Out on Workday Mobile App



or



Several ways to check out. From the **Check Out** button on your home page, through Apps, or click on Time Tracking button and click Check In/Out.

# Check Out on Workday Mobile App

× **Check Out at: 4:31 PM** ✓

Enter your check out details.

**Comment**  
leaving for the day.

< | so if ...

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

!#1 , English (US) . Next

The time you are **checking out** will display at the top of the page, enter **comment**, & **Click check mark**.

× **Checked out**

✓

**Checked out at 4:31 PM**

**Today's Time** Correct Time ✎

Worked Time (In/Out)

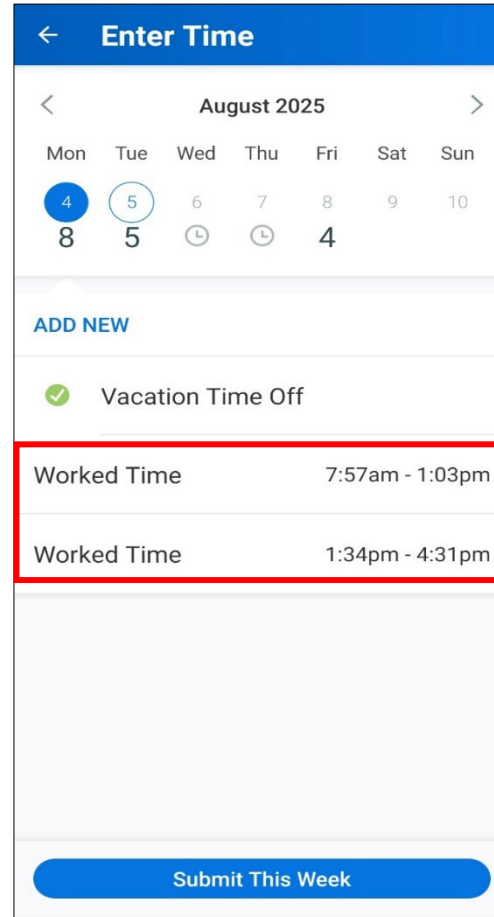
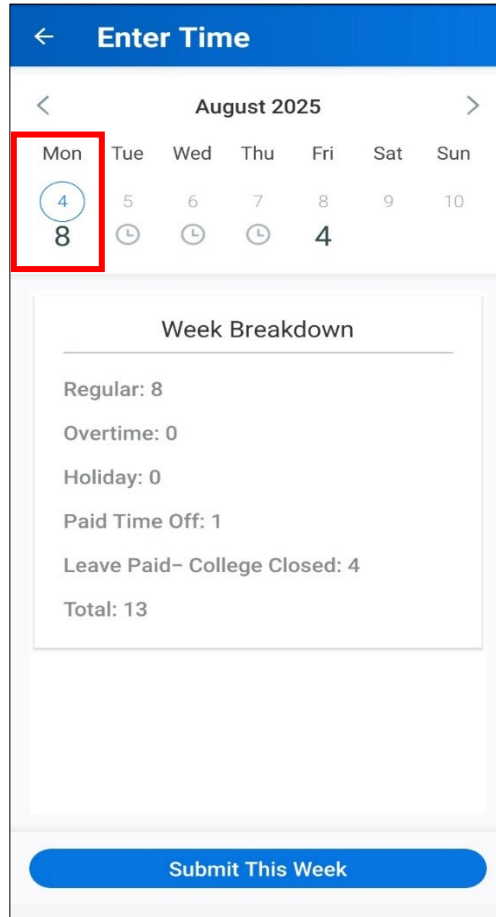
Checked In	7:57 AM
Checked out	1:03 PM
Checked In	1:34 PM
Checked out	4:31 PM

**Total**  
8 hours worked

**Review This Week's Time** >

When you see this screen, your check out process is complete. **Verify your check in/out times & Total hours.**

# Check Out on Workday Mobile App



Workday calculates time in 15-minute increments based on the 7-minute rounding rule, which is used for payroll calculations.

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.

# Check Out on Workday Mobile App

← Enter Time

< April 2026 >

1 error(s)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
6	7	8	9	10	11	12
9	9	🕒	🕒	🕒		

ADD NEW

Unmatched Check-in	7:58am
--------------------	--------

Submit This Week

SOUTH TEXAS COLLEGE

### TIME ADJUSTMENT REQUEST FORM

Please use the following format when providing details on the adjustments:

**Date:**  
time in - time out [ , additional adjustments that date]

**EXAMPLES**

**mm/dd/yyyy:**  
8:00am - 12:00pm, 1:00pm - 5:00pm

**mm/dd/yyyy:**  
8:00am-10:00am

*Note: You may add multiple days per submission.*

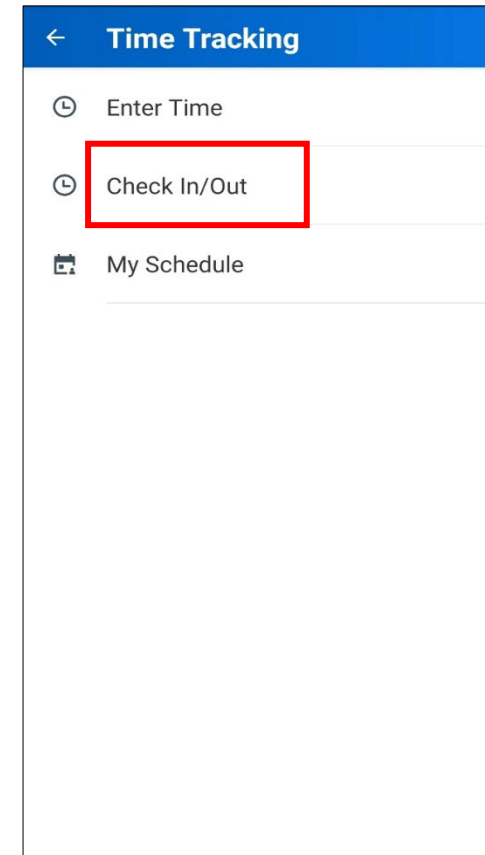
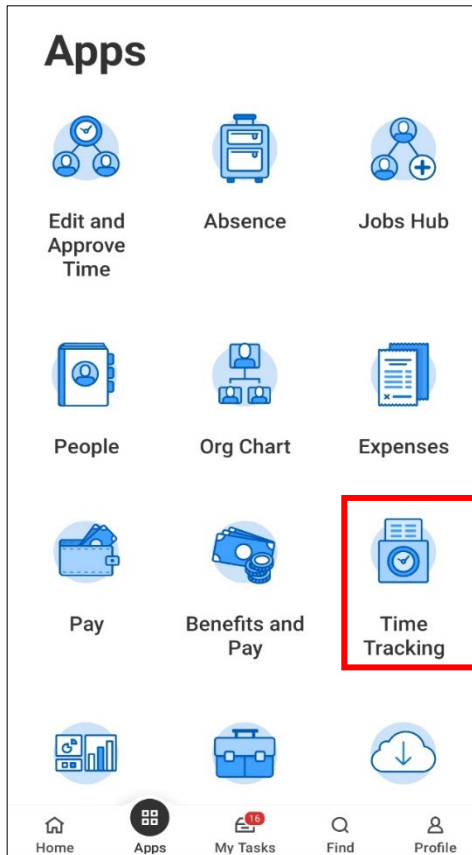
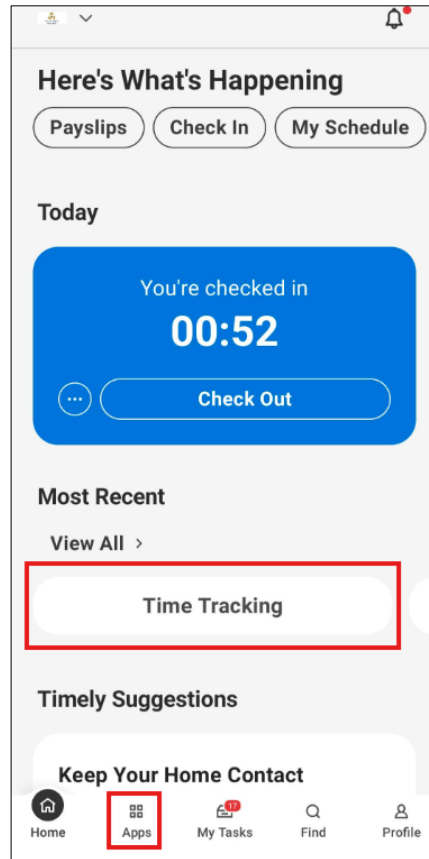
An email will be sent to your supervisor upon submission for approval.

New Request

If you Checked In but did not Check Out, and the day has passed, it will appear as an **Unmatched Check-In.**

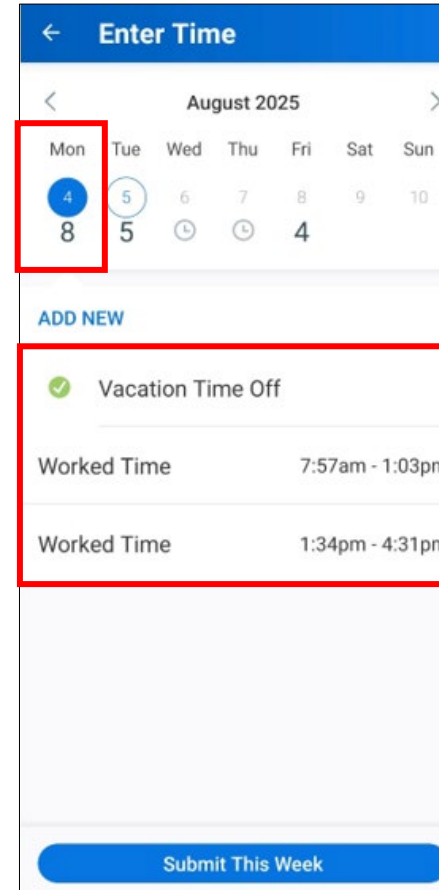
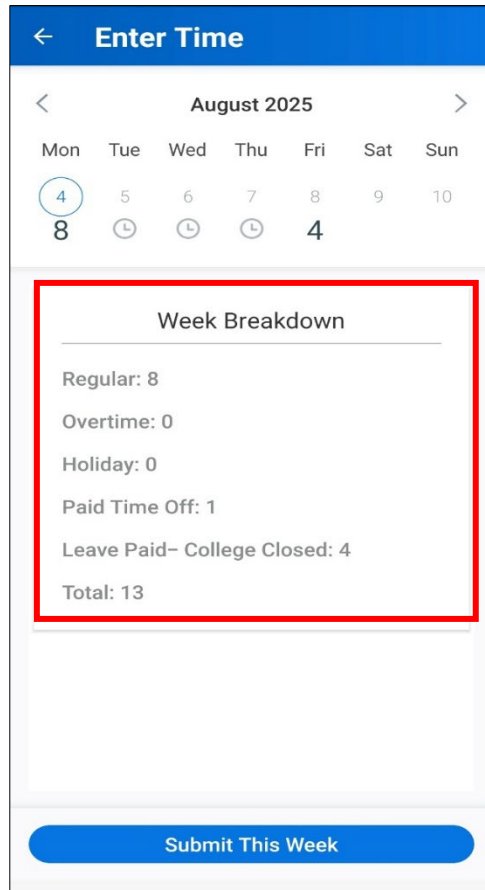
An Electronic Time Adjustment Request Form must be submitted to your supervisor to correct the Unmatched Check-In. Review your time after your supervisor enters the time in Workday.

# Reviewing and Submitting Hours on Workday Mobile App



You need to be checked out before submitting. Click on either **Time Tracking** from your home page, or you can also click on **Apps** and click on **Time Tracking**. Click on **Check in/Out**

# Reviewing and Submitting Hours on Workday Mobile App



You will be directed to your time calendar to view your weekly work hours. If you click on a day in the week, it will show you all check-ins/outs for the day.

# Reviewing and Submitting Hours on Workday Mobile App

← Enter Time

← August 2025 →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
4	5	6	7	8	9	10
8	5	⌚	⌚	4		

Week Breakdown

- Regular: 13
- Overtime: 0
- Holiday: 0
- Paid Time Off: 1
- Leave Paid- College Closed: 4
- Total: 18

Submit This Week

× Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

August 4 - 10, 2025 : 17 Hours

**Total for August 4 - 10, 2025**

- Regular: 13
- Overtime: 0
- Holiday: 0
- Paid Time Off: 0

Submit

× Submit Time

- Overtime: 0
- Holiday: 0
- Paid Time Off: 1
- Leave Paid- College Closed: 4
- Total: 18

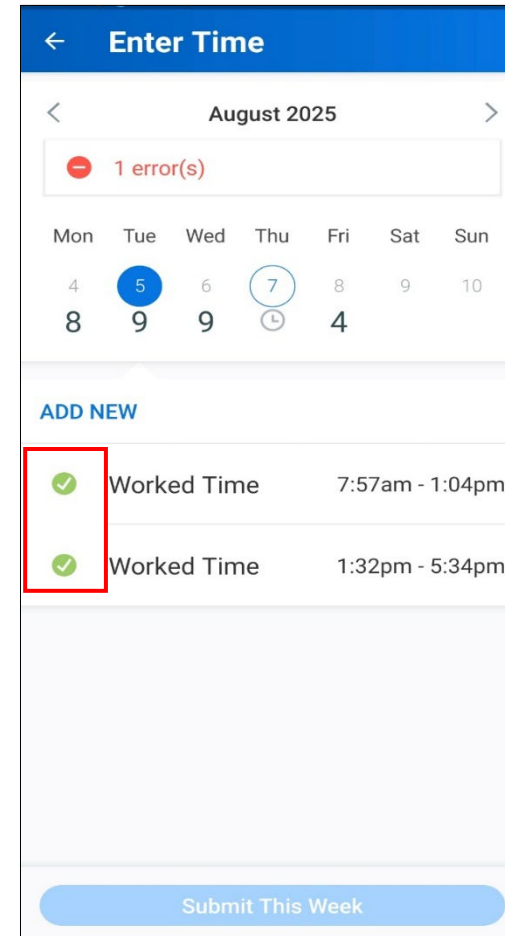
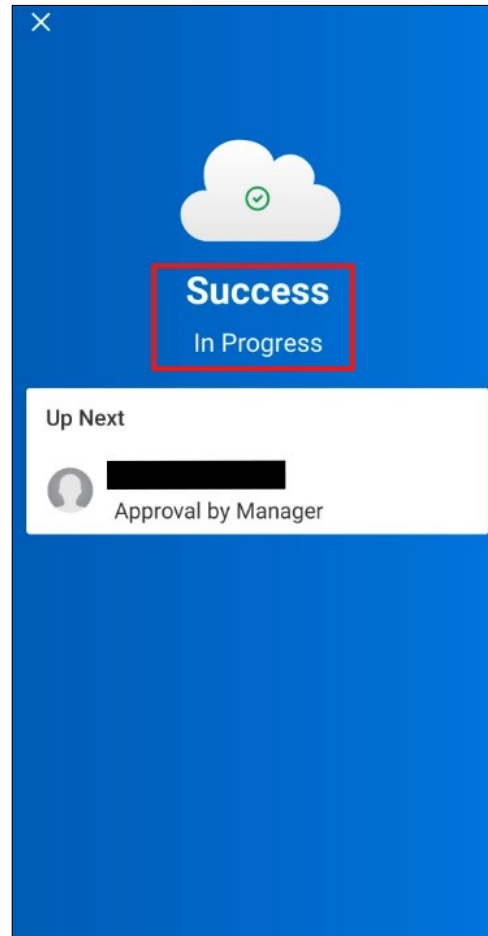
Submission Comments


🗨 Add comment...

Submit

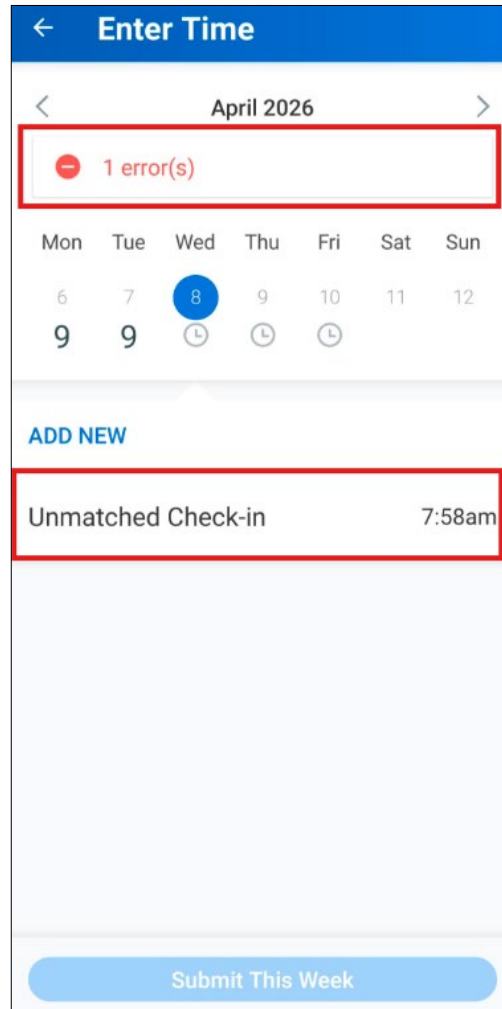
If all the hours are accurate, click **Submit This Week**. You will be shown a breakdown summary of your time with a disclaimer. Add a comment if necessary and click **Submit** again.

# Reviewing and Submitting Hours on Workday Mobile App



When you see this page, you have successfully submitted your hours. Approved hours will have a green with white checkmark next to Worked Time. 

# Reviewing and Submitting Hours on Workday Mobile App



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 time worked. Employees may have to wait until the following pay cycle to get them paid.**

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# Mobile App and OS Updates

## Monthly App Updates

- The mobile app releases a new app version each month to the Apple App Store and Google Play Store

## Annual OS Updates

- Scheduled to update **once a year in April**
- This is required to stay compliant with Apple and Google security and new feature support requirements
- OS versions to be dropped as of **April 13, 2026**
  - Google -> Android 12
  - iOS -> 18

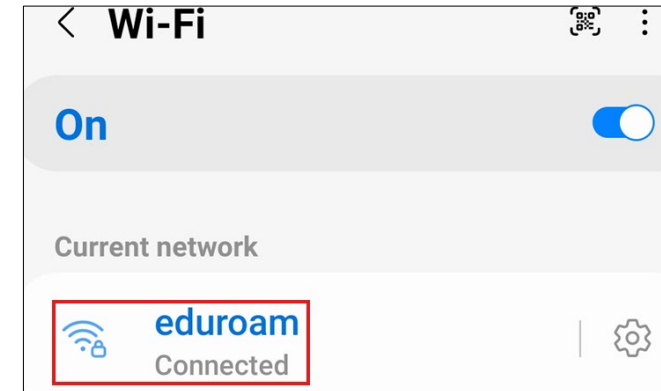
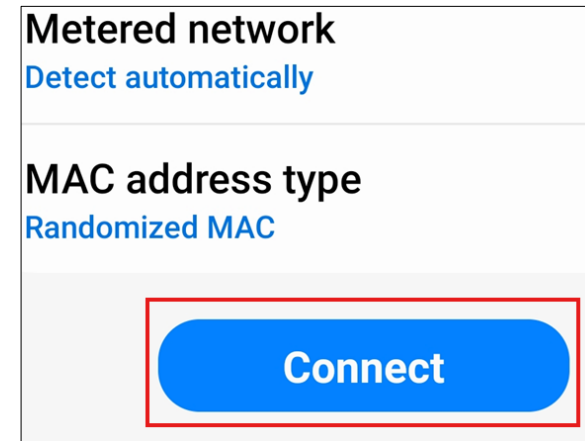
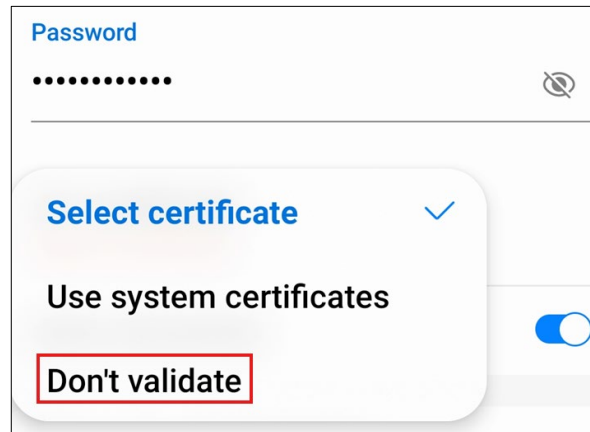
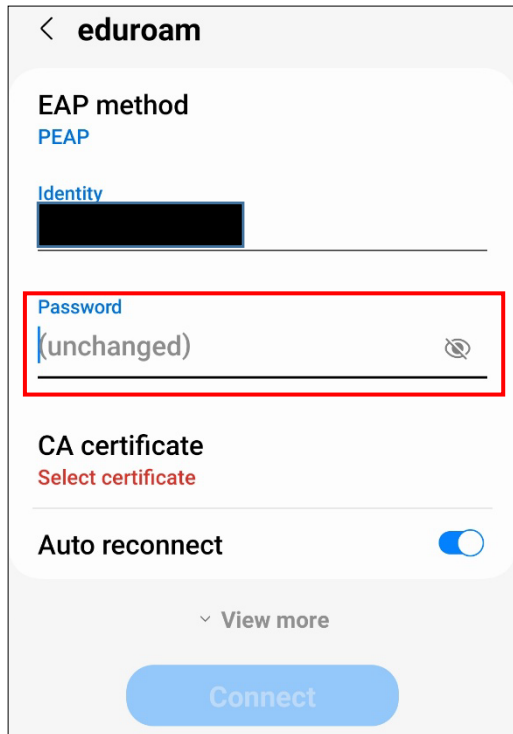
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# Non-Exempt Employees – Overtime Hours and Pay

- Overtime hours will be compensated closer to the time they were worked.
- All regular hours and overtime hours will be paid according to the biweekly pay schedule
  - Ex: Regular and overtime hours worked on 03/02/2026-03/15/2026 will be paid on 3/27/2026

# Updating/Changing Password

When employees change/update their passwords for STC credential, they need to reconfigure their settings and reconnect to the College Wi-Fi so that the new password can be updated.



# Workday Time Tracking Do's and Don'ts

## Do's for Checking In/Out

### Do's

- Check in/out using your assigned STC computer or personal device when entering or leaving work.
- Properly check in/out at your scheduled time to begin/finish work.
- Arrive and depart your working assignment according to your schedule.
- Use STC Electronic Time Adjustment Request Form (BO-7700) for working travel hours.
- Review and submit your time calendar timely in Workday, before the period lockout deadline.
- Keep all payroll related documentation available for auditing for FE (fiscal year end) + 3 years for all employees.

## Don'ts for Checking In/Out

### Don'ts

- Abuse working hours.
- Check in/out or authorize another individual to clock you in/out for non-working hours.
- Check in/out of another building to gain STC Network connection when going to lunch or returning from lunch.
- Check in and use working time for personal use.
- Abuse 15-minute rounding rule set in Workday.
- Overuse the STC Electronic Time Adjustment Request Form (BO-7700) to adjust your working hours. Frequent use of this form, which will be displayed in your time calendar, may cause audit issues.
- Check in/out while connected to the VPN

**Any forms of abuse are considered acts of fraud. Auditors review exceptions and request justifications.**

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# Best Practices

1. IMPORTANT!! – When employees submit their hours, it is the supervisor’s responsibility to approve the hours. If the hours are not approved by the supervisor by the payroll submission deadline, the employee may not get paid for the hours worked. The hours may be paid on the following pay period when the supervisor approves the hours.
2. To view period closing dates, please refer to the Time Tracking Deadlines on the Workday Time Tracking website.
3. Use a computer or mobile device (i.e., cell phone, tablet, laptop) for reviewing and approving hours.
4. Become familiar with the software so that it can be utilized to the best of its capacity.
5. Any reports of suspicious activity will be investigated.
6. Visit the website <https://finance.southtexascollege.edu/businessoffice/timeclock.html> for presentations and manuals

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# Workday Time Tracking Webpage

The Workday Time Tracking webpage is available to assist employees. You can access the webpage using the following link:

<https://finance.southtexascollege.edu/businessoffice/time-tracking/>

The Workday Time Tracking Webpage will feature:

- Time Tracking in Workday
- Frequently Asked Questions (FAQs)
- Employee and Supervisor Manuals for Workday Time Tracking Processes
- A link to the Electronic Time Adjustment Request Form
- Time Tracking Deadlines, including Closing Days and Pay Dates

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# Thank you!

Questions? Contact us @

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Blanca Sanchez - Payroll Assistant  
Workday Time Tracking Admin  
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956-872-4613

Business Office Payroll  
[payroll@southtexascollege.edu](mailto:payroll@southtexascollege.edu)

