

Employee- Electronic Clocking through Workday Directly

This how to will show an employee how to electronically clock in and out through the Time Hub in Workday.

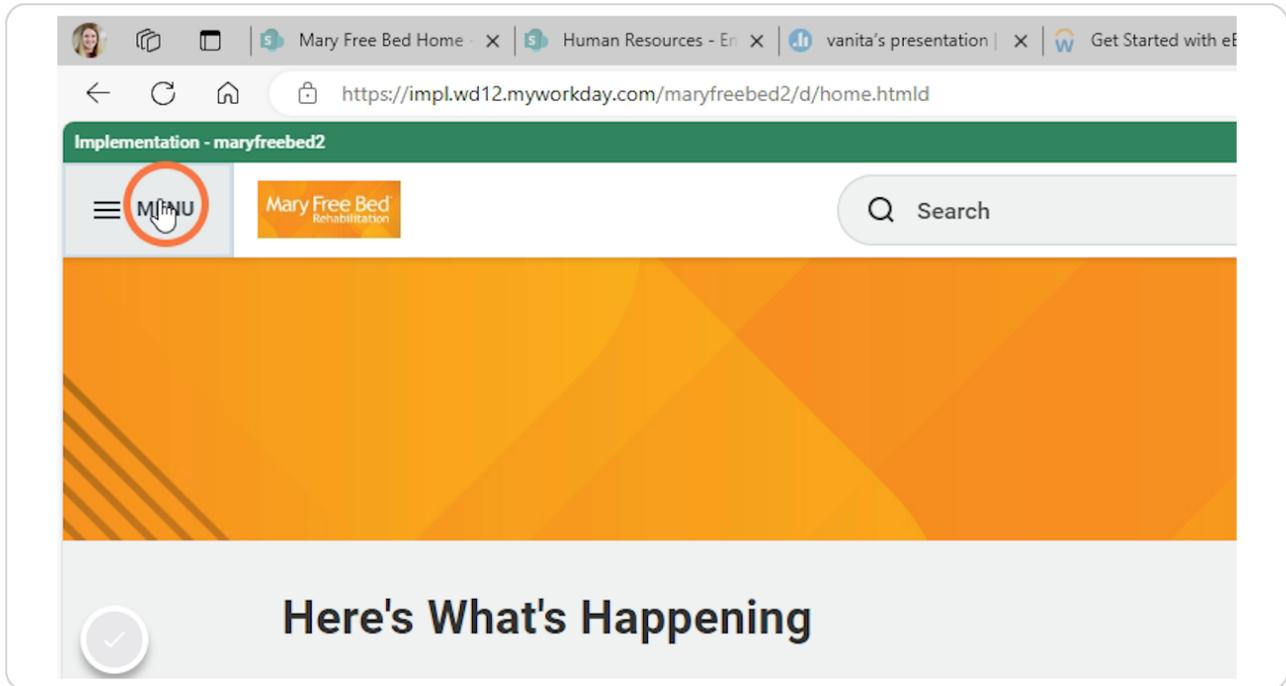
11 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	Dec 05, 2024	Dec 19, 2024

STEP 1

Click on Menu

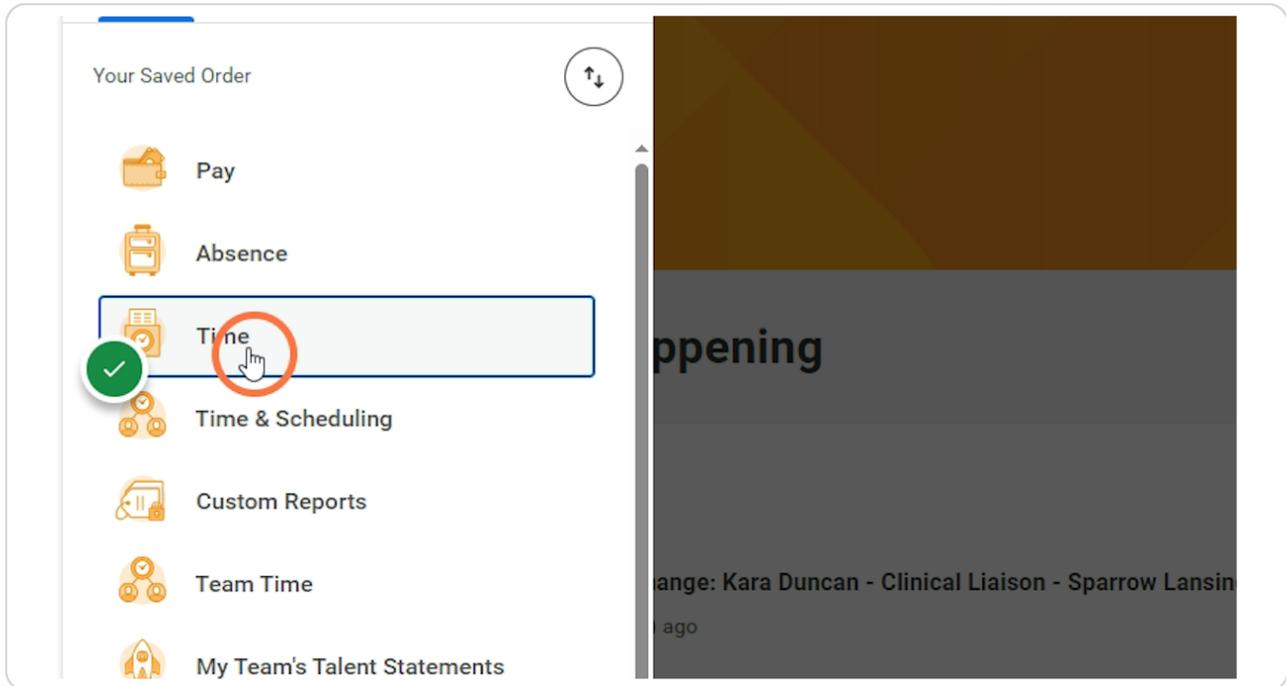
After logging in, click the Menu bar on the top left-hand side of the screen



STEP 2

Click on Time

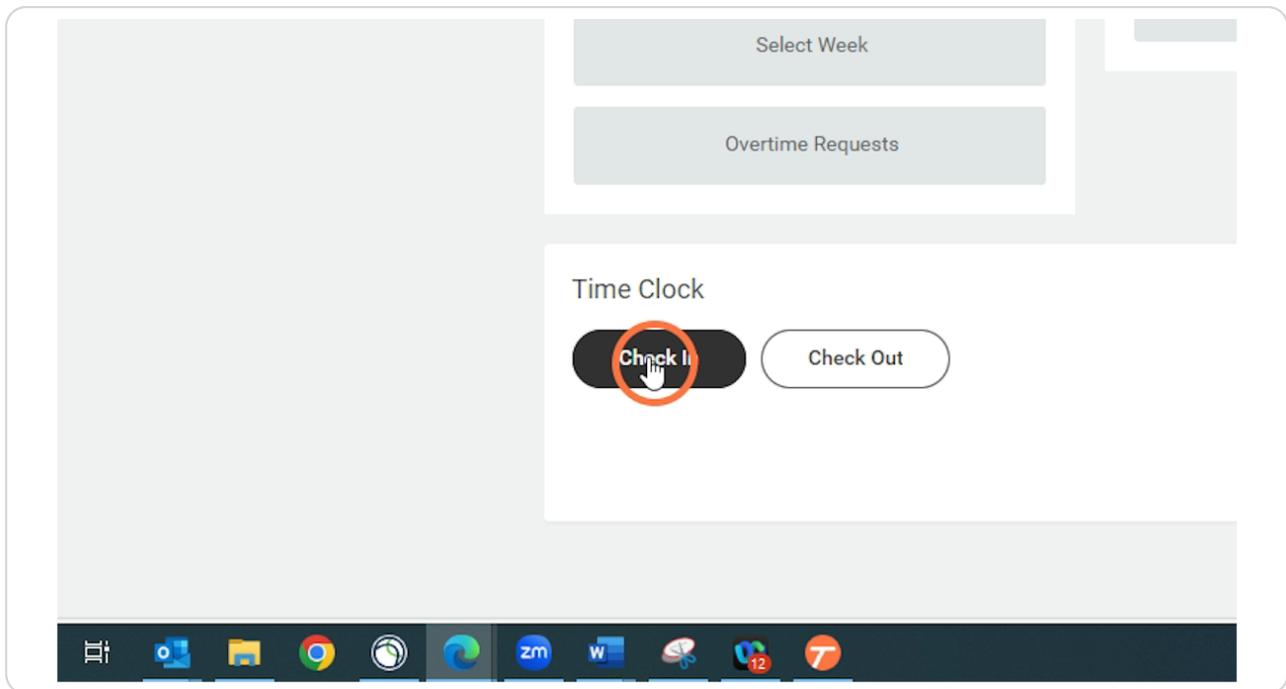
Click on the Time Hub/App



STEP 3

Clocking In/Out

At the bottom of the screen there will be a Time Clock section. This is where you can clock and in and out.



STEP 4

Fill out Details

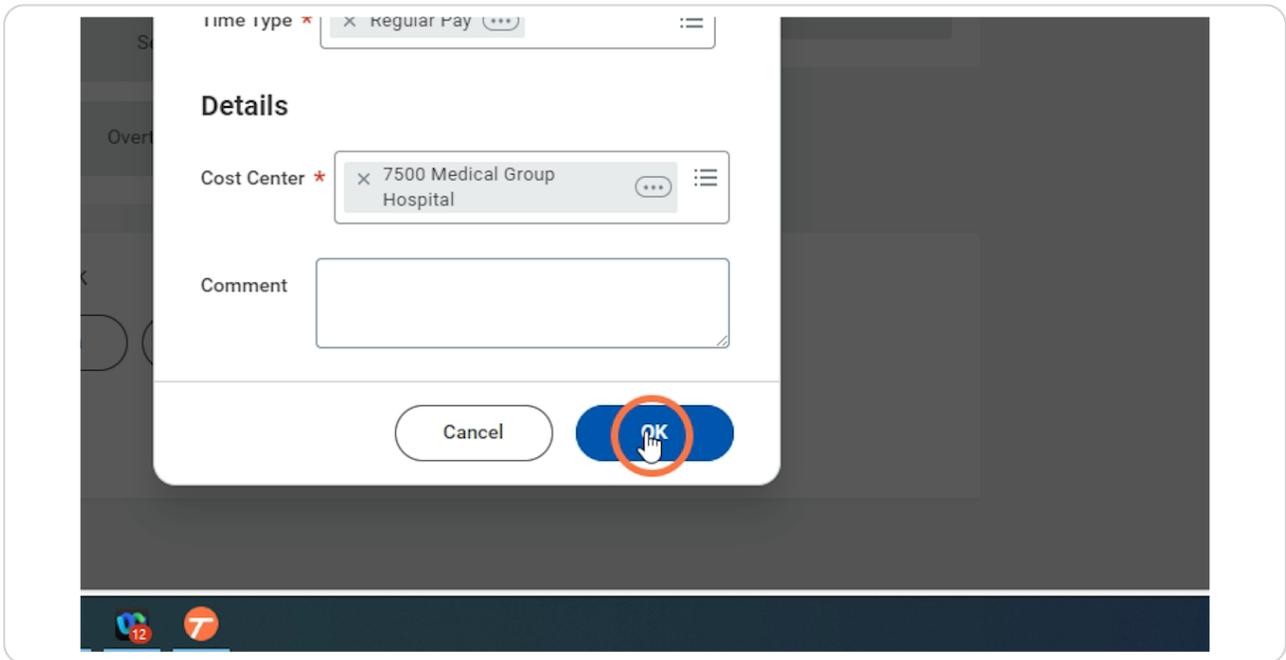
This section you will fill out the appropriate details needed (cost center, job profile, comment, etc.)

The screenshot shows a modal window for entering time clock details. The background is a dark grey interface with a 'Time Clock' section containing a 'Check In' button. The modal window is white and contains the following fields:

- Time Zone:** GMT-05:00 Eastern Time (Detroit)
- Time Type:** Regular Pay (with a red asterisk and a menu icon)
- Details:**
 - Cost Center:** 7500 Medical Group Hospital (with a red asterisk and a menu icon)
 - Comment:** An empty text input field.
- Buttons:** 'Cancel' (white) and 'OK' (blue).

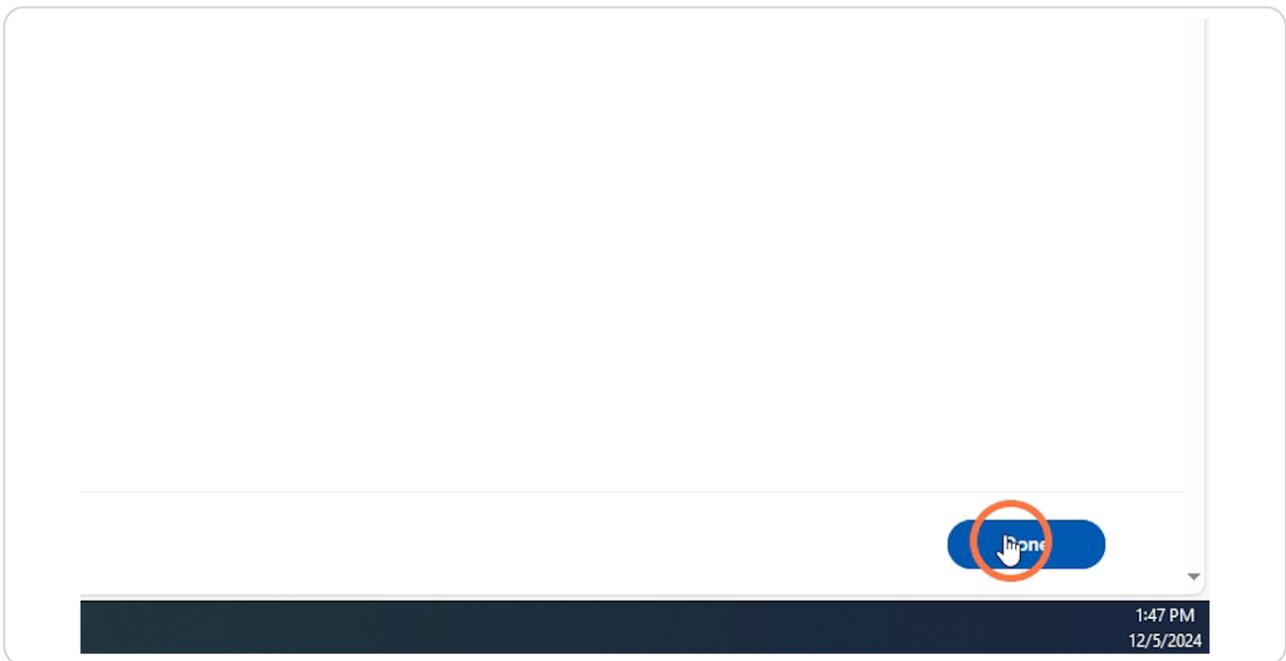
STEP 5

Click OK



STEP 6

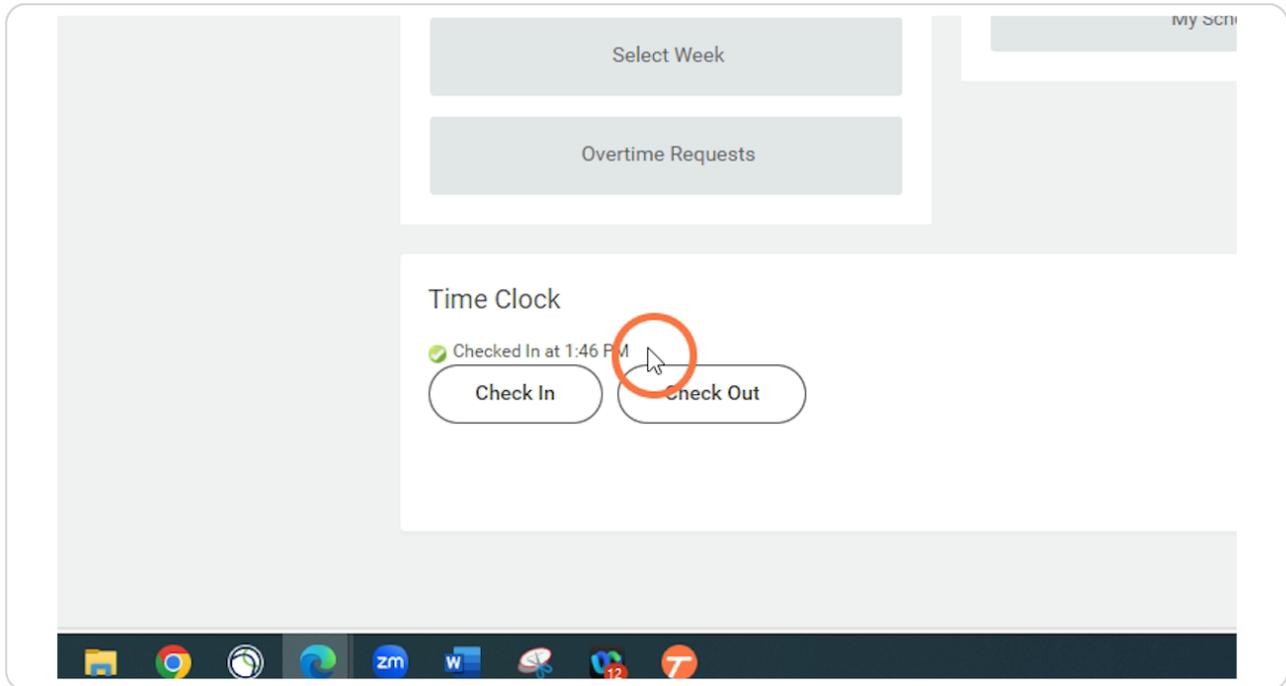
Click Done



STEP 7

Check in Time verify

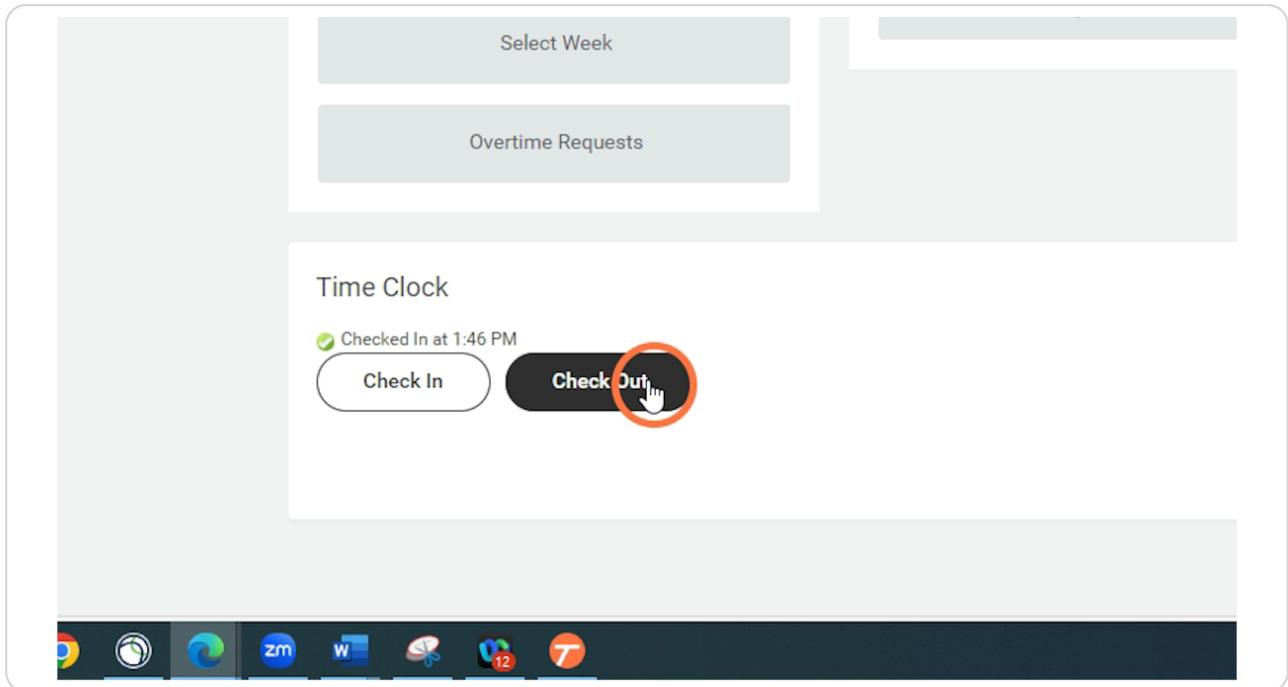
This screen shot will show you the verified clock in time above the Check in/Out buttons



STEP 8

Checking Out

Once you are ready to clock out, you can follow the same instructions on how to get to the Time Hub, then clock on Check out.



STEP 9

Lunch Attestation

If you did not take a lunch for the day, you will need to enter "No Lunch" in the comment box when clocking out.

er Time View

Th

Last

ne Clock

Check In

Check Out

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

Worker * Chelsea Bellmer

Date * 12/19/2024

Time * 07:44 AM

Time Zone GMT-05:00 Eastern Time (Detroit)

Reason

Out

Details

Comment No Lunch

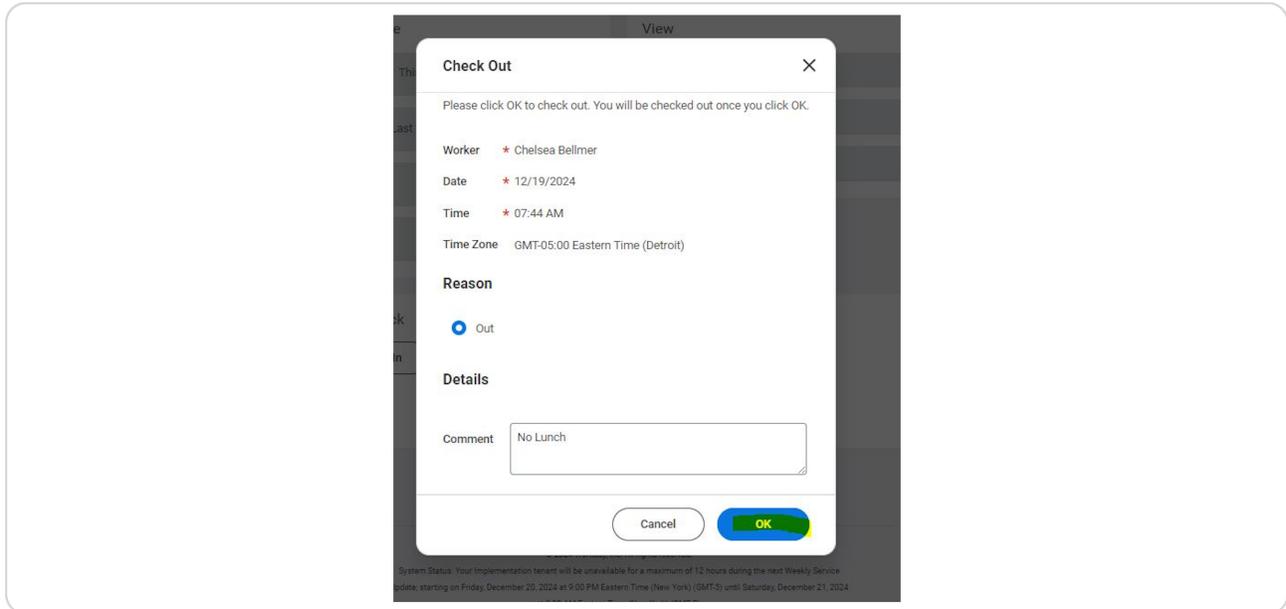
Cancel OK

System Status: Your implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update: starting on Friday, December 20, 2024 at 9:00 PM Eastern Time (New York) (GMT-5) until Saturday, December 21, 2024.

STEP 10

Click OK

Once you have verified everything on your clock out, you can click OK to save



STEP 11

Verifying Clock out Time

This print screen shot will show you, your clock out time.

