

- Target Audience:
- All employees
 - Managers
 - Timekeepers



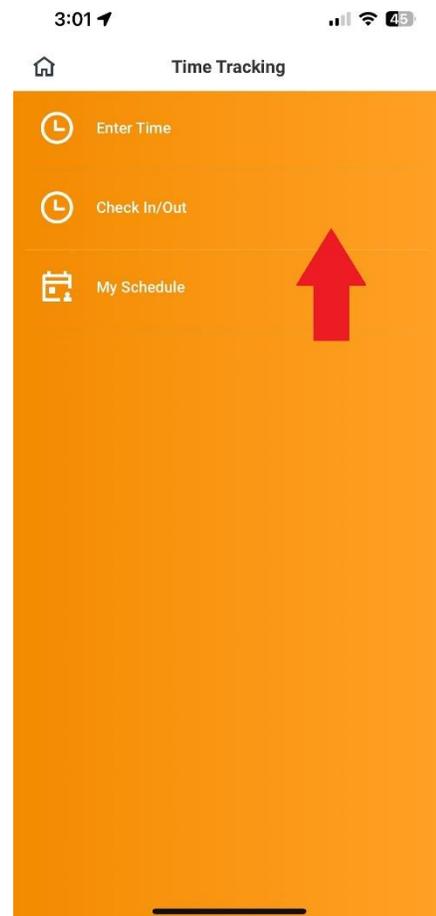
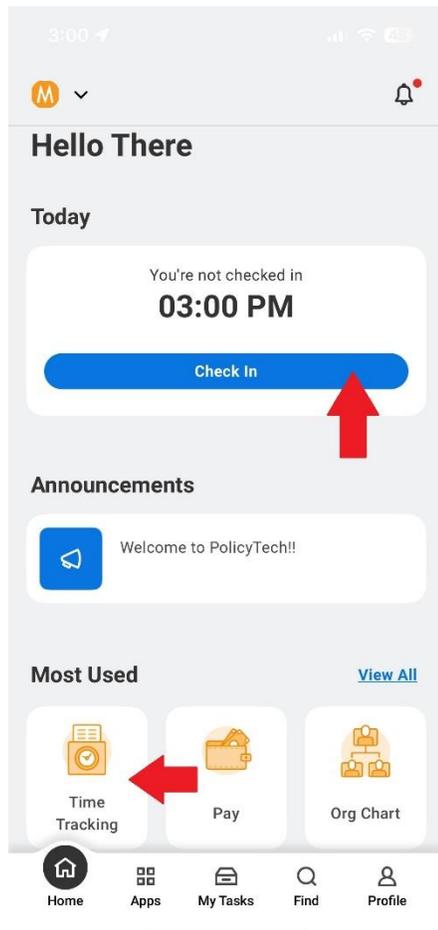
Workday Job Aid: 'Mobile Clocking on Workday App'

Objective:

Provide a step-by-step guide on how to punch in and out of shifts in the Workday Mobile App. This is for locations who do not have access to physical time clocks, and those departments who have approved the use of mobile time clocking. This is up to leader/department discretion, and employees are expected to abide by guidelines set forth within their role/department from their leader.

Steps to Complete:

Step 1: Log into the Workday Mobile App and using Single Sign On (SSO), login to your personal account. Once signed in, you will see the below homepage, with two options to 'check in' or punch for a shift. Select the top box 'Check in' or select the 'Time Tracking' application, below are examples of how to navigate to either option.

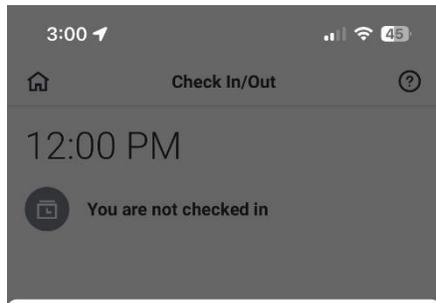


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Step 2: Confirm your ‘Time Type’ and ‘Cost Center’ and select the blue OK button at the bottom of the screen (screenshot on the left-hand side below). Please note: this automatically defaults to your primary role/cost center. You should receive a confirmation of check in (screenshot on the right-hand side below) after selecting OK.



Check In at: 12:00 PM

Enter your check-in details.

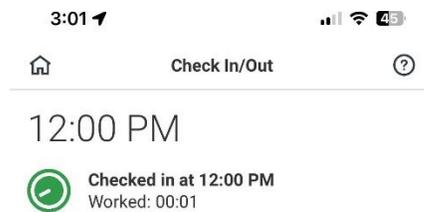
Time Type *

←

Details

Cost Center *

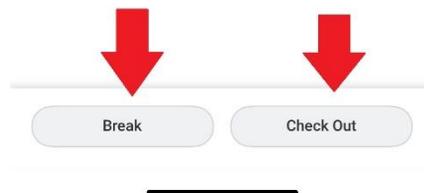
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Today's Time

Regular Pay

Checked In 12:00 PM

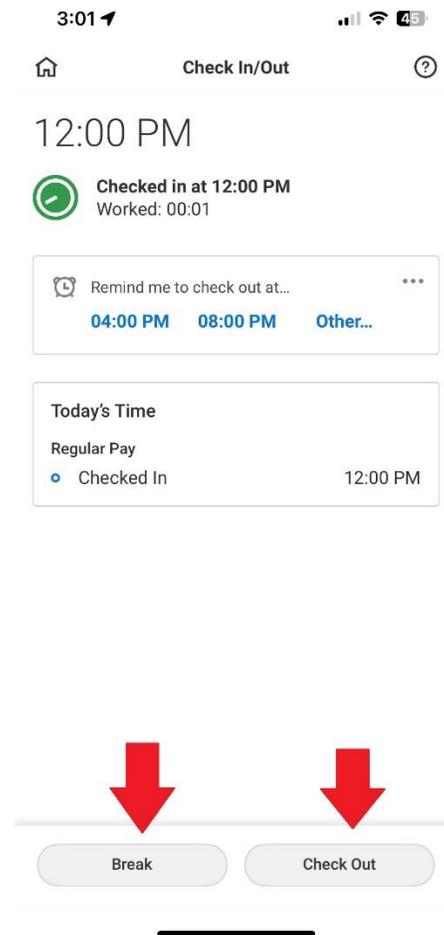
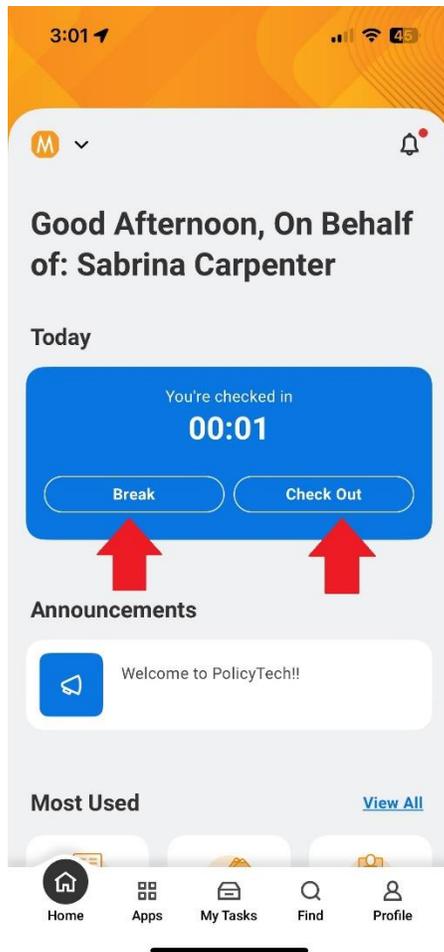


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Step 3: To clock out for a meal/break or clock out of the end of your shift, you can select the blue box on your home screen (screenshot on the left-hand side below) that shows how long you have been clocked in, or again, navigate to the 'Time Tracking' application (see step 1), you can select 'Break' or 'Check out' options as appropriate (screenshot on right-hand side below).

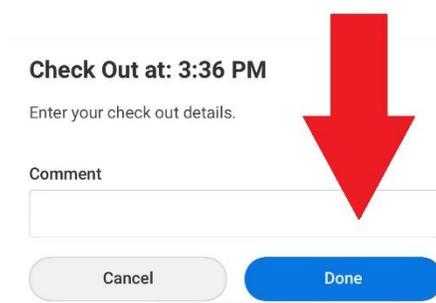
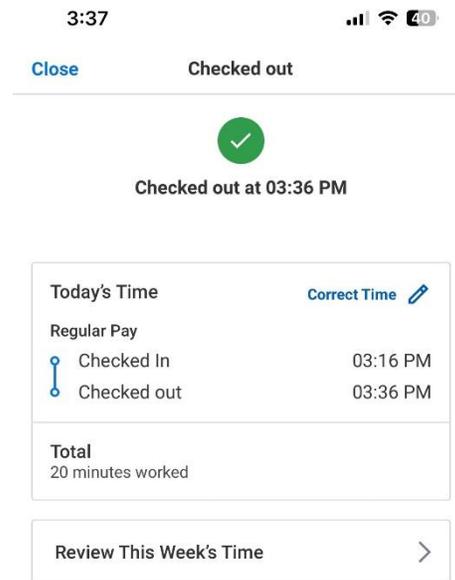
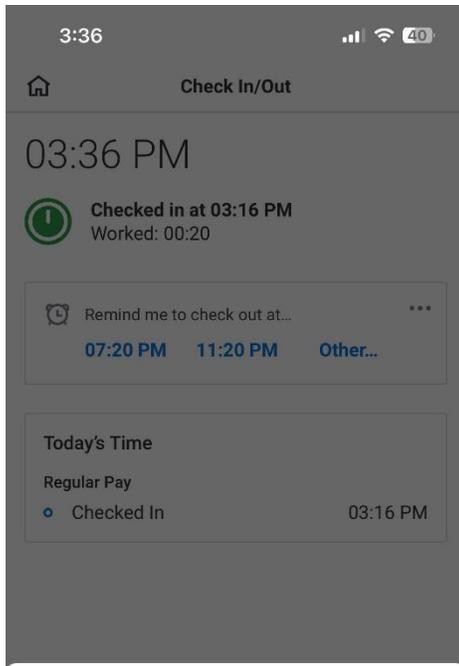


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Step 4: Select ‘Check Out’ and select the blue Done button at the bottom of the screen. Comments are NOT required but can be used for any applicable information you need to share for clocking (screenshot on the left-hand side below). You should receive a check out confirmation (screenshot on the right-hand side below) upon successfully punching out for a shift.



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Tips:

Additional Resources:

Revision History:

Revision Date	Author	Description	
12/3/2024	Hannah Heisler	Mobile Clocking on Workday App	Initial Draft