



# Time Tracking for Non-Exempt (hourly) Staff

Remember to **lock in and out every day (including lunch)**

## CLOCK IN

- Click the **Time** application from the Workday home page
- Click the **Check In** button
- Click **OK** and **Done** to complete the process



Time

Time Clock

Check In

Check Out

**Check In**

You are checking in. Please enter your work details.

Worker Show/Hide

Date 02/28/2019

Time 09:45 AM

Time Zone GMT-05:00 Eastern Time (New York)

Time Type Regular Earnings

**Details**

Comment

**OK** **Cancel**

**Check Out**

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

Worker Show/Hide

Date 02/28/2019

Time 09:47 AM

Time Zone GMT-05:00 Eastern Time (New York)

**Reason**

Out

**Details**

Comment

**OK** **Cancel**

## CLOCK OUT

- Click the **Time** application from the Workday home page
- Click the **Check Out** button
- Click **OK** and **Done** to complete the process

## CORRECTING A TIME SHEET

- Click the **Time** application from the Workday home page
- Click **Request Time Punch Correction**
- Select the **Request Type** of **Correct Time Punch**
- Enter a detailed description of what needs to be corrected
- Select the date of the incorrect punch
- Click **Submit** and **Done** to complete the request
- Managers will receive a notification to correct the timesheet

**External Links**

[Request Time Punch Correction](#)

**Request Type** X Correct Time Punch

Request a correction to an incorrect punch

**Describe the Request** \*

**Date of Incorrect Punch (Required)**

MM / DD / YYYY

## SUBMIT TIME

- Click the **Time** application from the Workday home page
- Select a week. Typically **This Week**
- Click **Submit** and you can review the details of the current two-week pay period →
- Click **Submit** and **Done** to finalize your time submission (you will submit your time every two weeks)
- Your manager or time sheet reviewer will receive an alert to approve your time

Total for March 16 – 29, 2019	
Regular Hours	80
Time Off	0
<b>Total</b>	<b>80</b>

# Absence for Non-Exempt (hourly) Staff

Submit time off (PTO, Floater Holiday, Jury Duty) through the Absence application

## REQUEST ABSENCE (PTO)

- Click the **Absence** application from the Workday home page
- Click **Request Absence**
- Select the day(s) you are requesting, and click **Request Absence** from the lower left (# of days selected will appear in this button)
- Enter the Type as **PTO** and click **Next**
- To change from the default 8 hours, click **Edit Quantity per Day** and change
- Enter the Reason for the Absence as **General Use** or **Sick**
- Click **Submit** and manager or timesheet reviewer will receive an alert to approve your request



Absence

**Request**

[Request Absence](#)

27 28

**2 Days - Request Absence**

**Select Absence Type**

When Wednesday, March 27, 2019 - Thursday, March 28, 2019

Type X PTO [Edit Quantity per Day](#)

**Details for: PTO**

Reason X General Use

## CANCEL OR MODIFY ABSENCE REQUEST (IF NOT YET APPROVED)

- Click the **Absence** application from the Workday home page
- Click **Correct My Absence**
- Locate and click the absence request on the calendar
- Click **Cancel this Request** and enter a comment (required)
- Click **Submit** to cancel the absence

[Correct My Absence](#)

[Cancel this Request](#)

## CANCEL OR MODIFY ABSENCE REQUEST (IF APPROVED)

- Click the **Absence** application from the Workday home page
- Click **Correct My Absence**
- Locate and click the absence request on the calendar
- Click the absence and modify the type, quantity or reason, or, cancel the request by clicking the minus symbol by the day
- Click **Submit** and manager or timesheet approver will receive notice

[Correct My Absence](#)

*for removing request, after approved*

Type X PTO *for modifying request, after approved*

Quantity per Day 8

[Cancel this Request](#) *to cancel if not yet approved*

