

# Workday @ Richmond

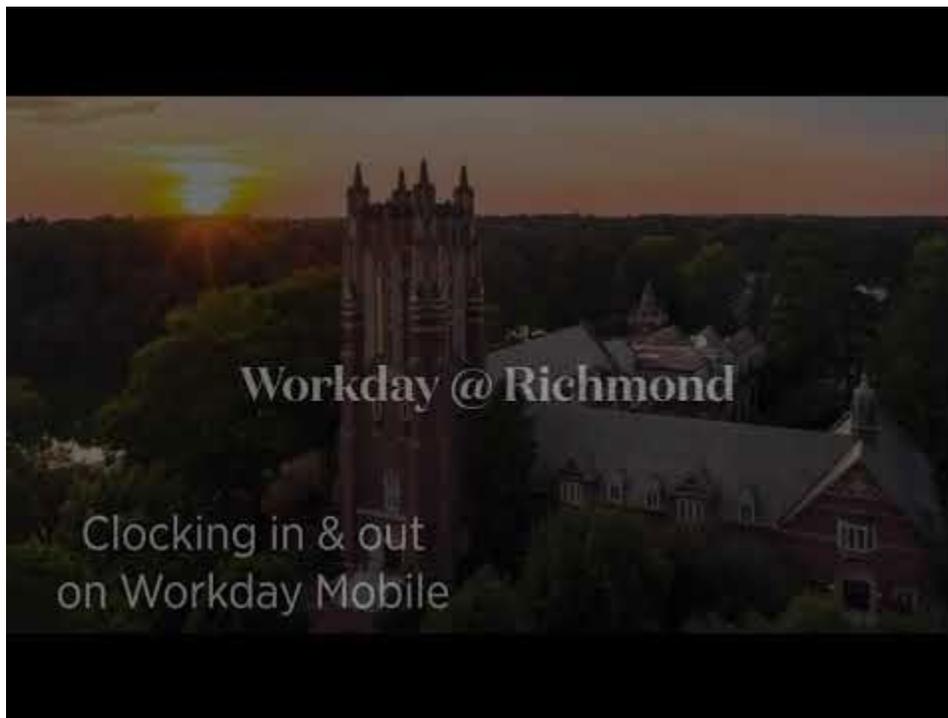
MAKING YOUR DAY WORK BETTER.

## Enter/Edit Time (Clock In/Out) on Mobile – Non-Exempt Hourly Shift Employee

This guide provides step-by-step instruction on recording work hours by Clocking In and Out via Workday mobile.

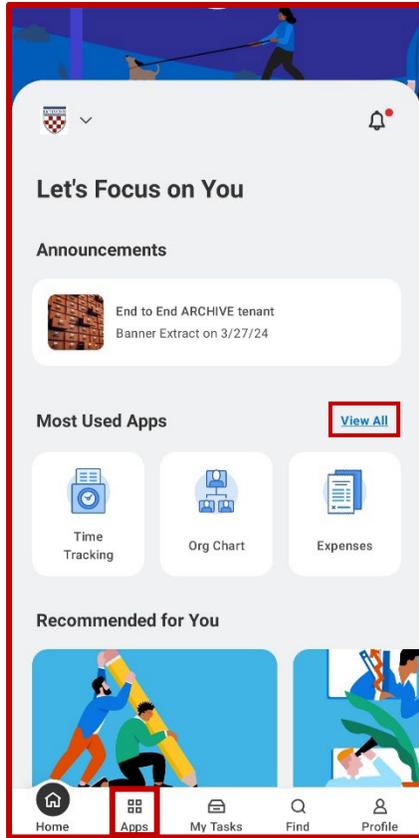
**Note:** *Workday Mobile uses geofencing to restrict certain functions. If you are not at your designated work location, you will be unable to perform tasks such as clocking in, clocking out, or updating sensitive data like bank account information. Full functionality is available when using a computer connected to the University of Richmond network.*

Want to follow along with an instructor? See video below

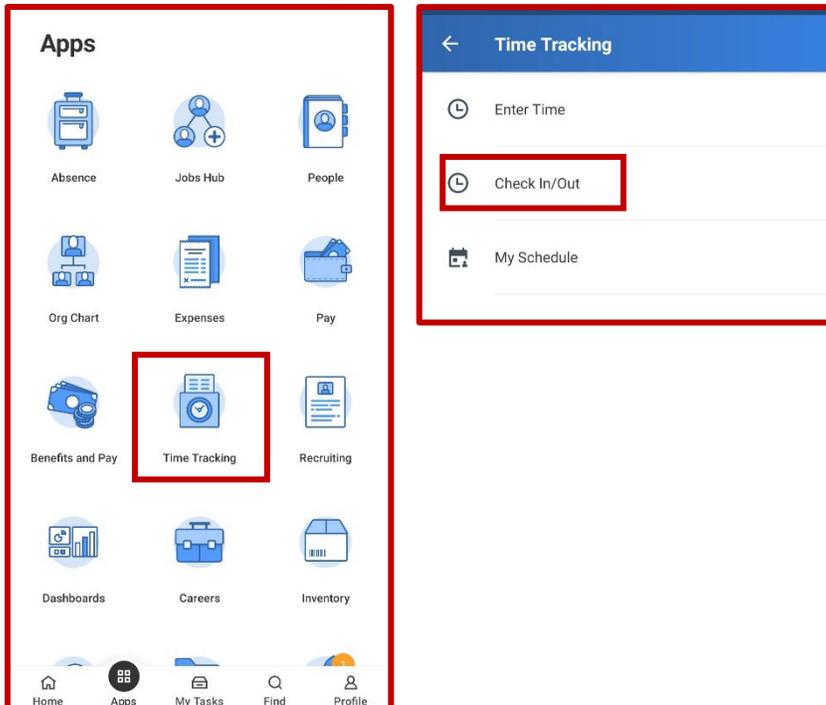


### Clocking In

1. Tap the **Log in** button.
  - a. **Note:** *Ensure the Workday Mobile app is downloaded to your device (compatible with both Android and iPhone devices.)*
2. Upon logging in, navigate to **View All** by Most Used Apps or click **Apps** on the bottom navigation bar.
  - a. **Note:** *If you are an Apple user, the design and layout may look slightly different.*

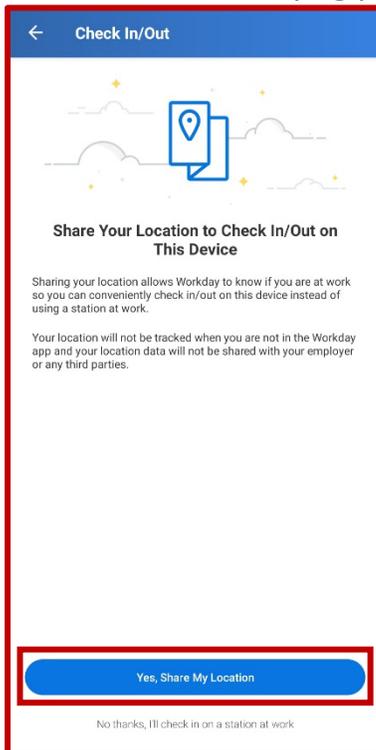


3. Select the **Time Tracking** app and select **Check In/Out**.



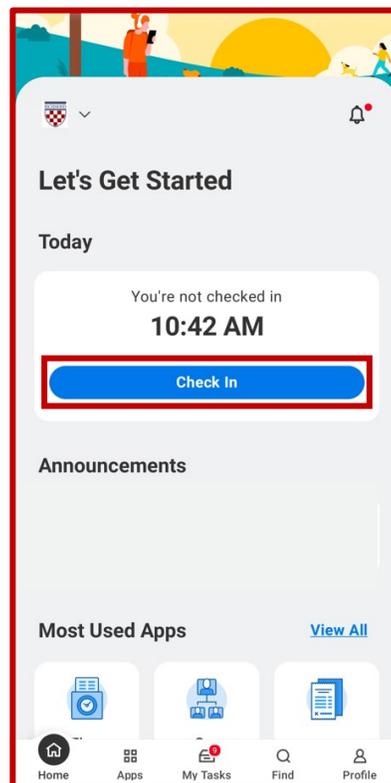
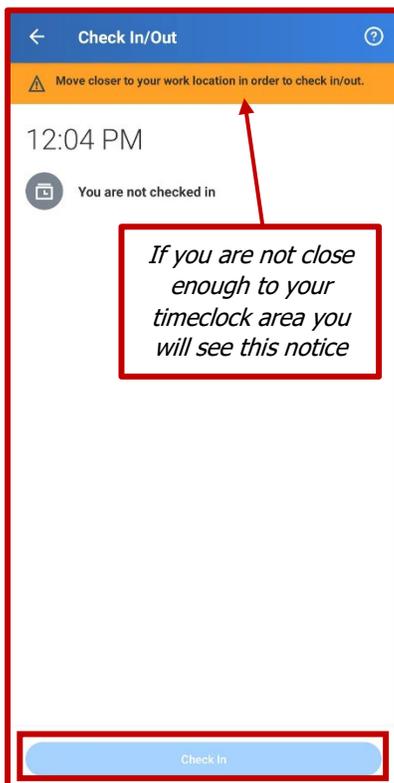
4. You will be asked to share your location. Select **Yes, Share My Location**. You will only need to complete these steps the first time you set up Workday mobile for timekeeping.

- a. **Note:** *This permission is used to confirm your location during check in and check out for timekeeping purposes.*



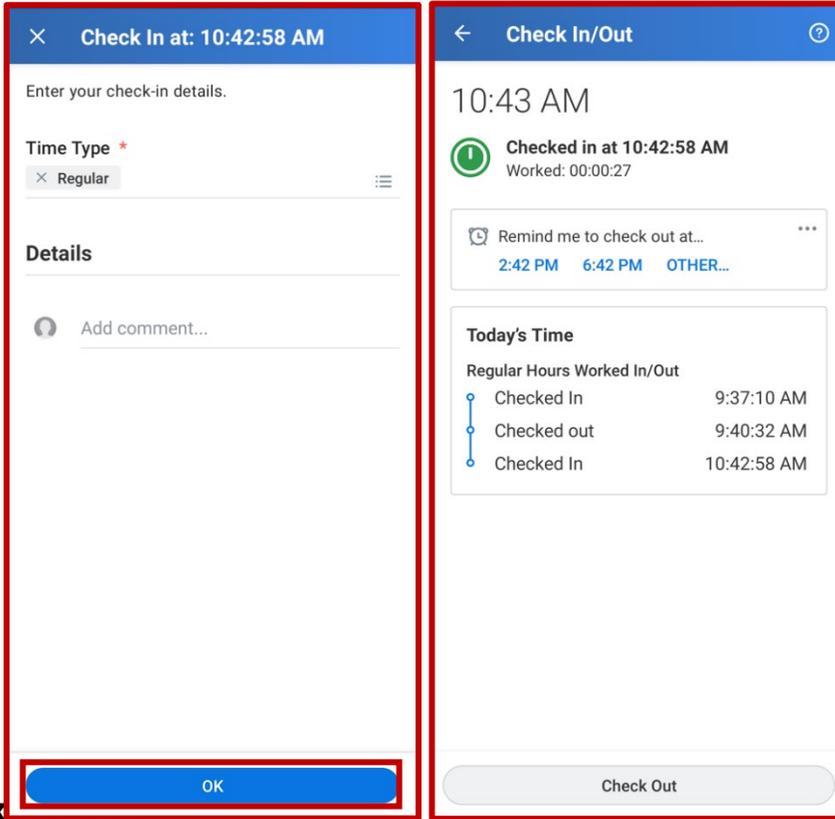
**Note:** *Your Location Setting must be on to Check In/Out on this device.*

5. Click **Check In**.



**Note:** A pop-up will appear showing the exact time that you checked in and will allow you to submit comments to your supervisor or manager.

6. Select **OK** to check in.

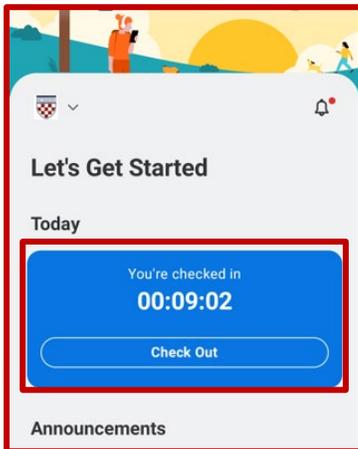


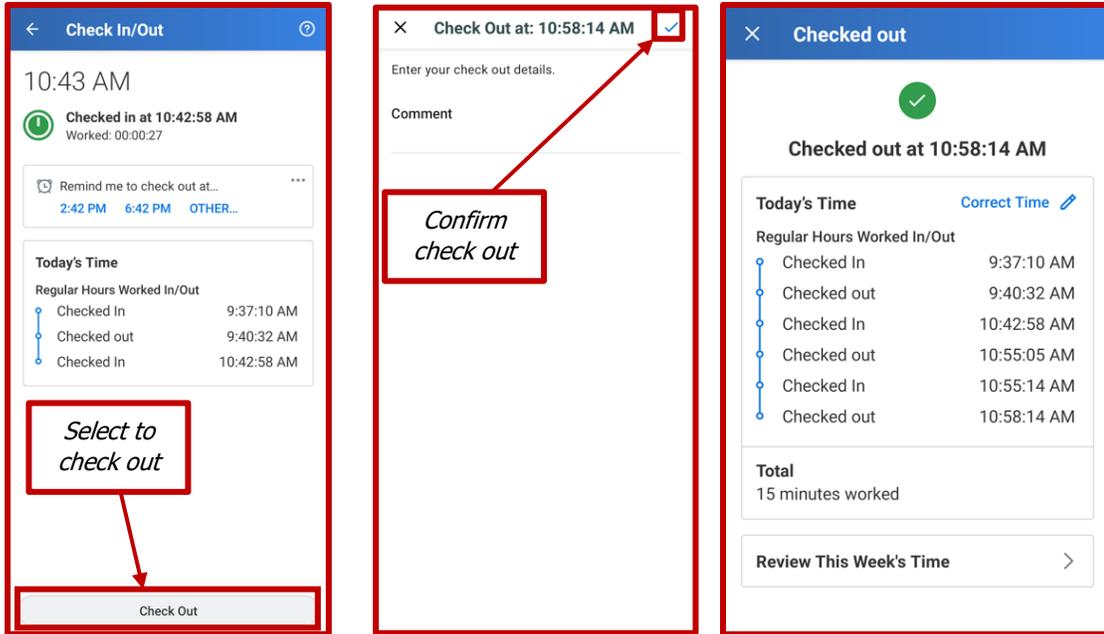
## Clocking out

Employees must accurately submit their hours to ensure correct payment. Non-exempt employees cannot modify submitted time but may contact their supervisor for assistance. Managers/supervisors and Timekeepers have the ability to adjust submitted time if needed.

1. At the end of your workday, check out via the Workday App homepage by selecting **Check Out**.

**Note:** A pop-up will show the exact time you clocked out.

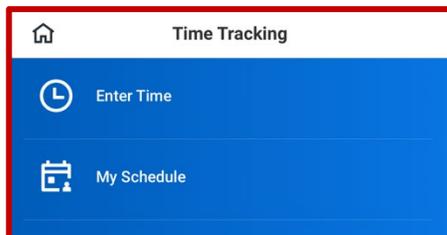




2. Workday allows you to view an overview of your submitted time for the given week by selecting **Review this Weeks' Time** during the checkout process.
3. At the end of the pay period, submit your time to begin the approval process.
  - a. **Note:** *Only your supervisor/manager will have the capability to approve your time.*

## View Time

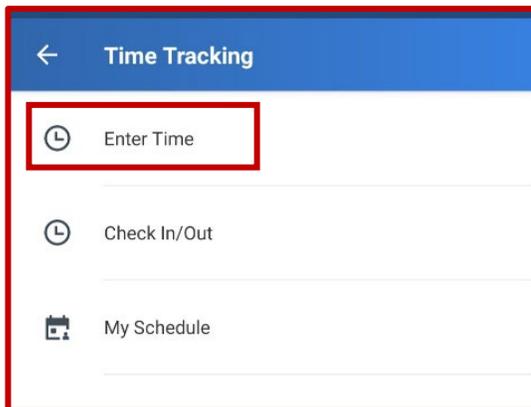
1. Select the **Time Tracking App**.
2. Select **My Schedule** to view entered time
  - a. **Note:** You can view your time by day, week, or month



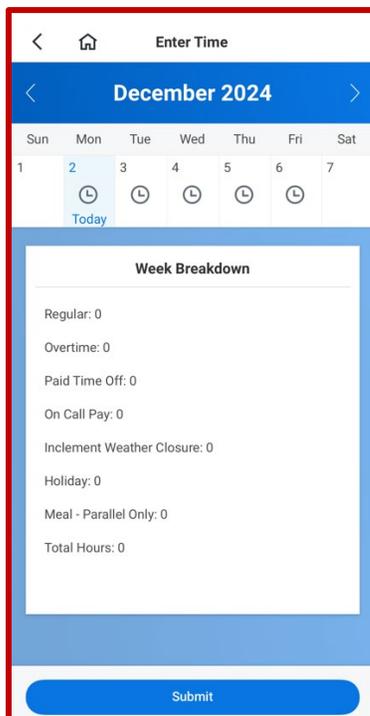


## Submit Time

1. Select the **Time Tracking App**
2. Select **Enter Time**



3. Under **Enter Time**, click on any day within the pay period to submit your time. Click **Submit**.





4. Review the totals for the period, then click **Submit**.
  - a. **Note:** *Your time worked is sent to your Supervisor/Manager for review and approval. Payroll will then process the payment of all hours worked as well as applicable time off.*

Cancel

### Submit Time

**Employee Certification**  
I certify that I have reviewed this timesheet and it accurately reflects the time/hours that I worked for the pay period indicated. Errors or discrepancies have been addressed and corrected prior to the submission of these worked hours and absences.

Please click the **Submit** button below to send the Time Sheet to your Supervisor/Manager for approval.

Following date range will be submitted for approval.

December 1 - 14, 2024 : 0 Hours

Total for December 1 - 14, 2024

Total for December 1 - 14, 2024	
Regular	0
Overtime	0
Paid Time Off	0

**Submit**

time stamps will be rounded to the 15-minute mark in of hours worked. For rounding purposes, Workday will use half of the fifteen minute mark (~7 minutes) as the rounding time.

- If you clock in from 9:01 to 9:07 am, your time will round to 9:00am
- If you clock in from 9:08 to 9:14 am, your time will round to 9:15am

Need more help? [Get in touch with support.](#)