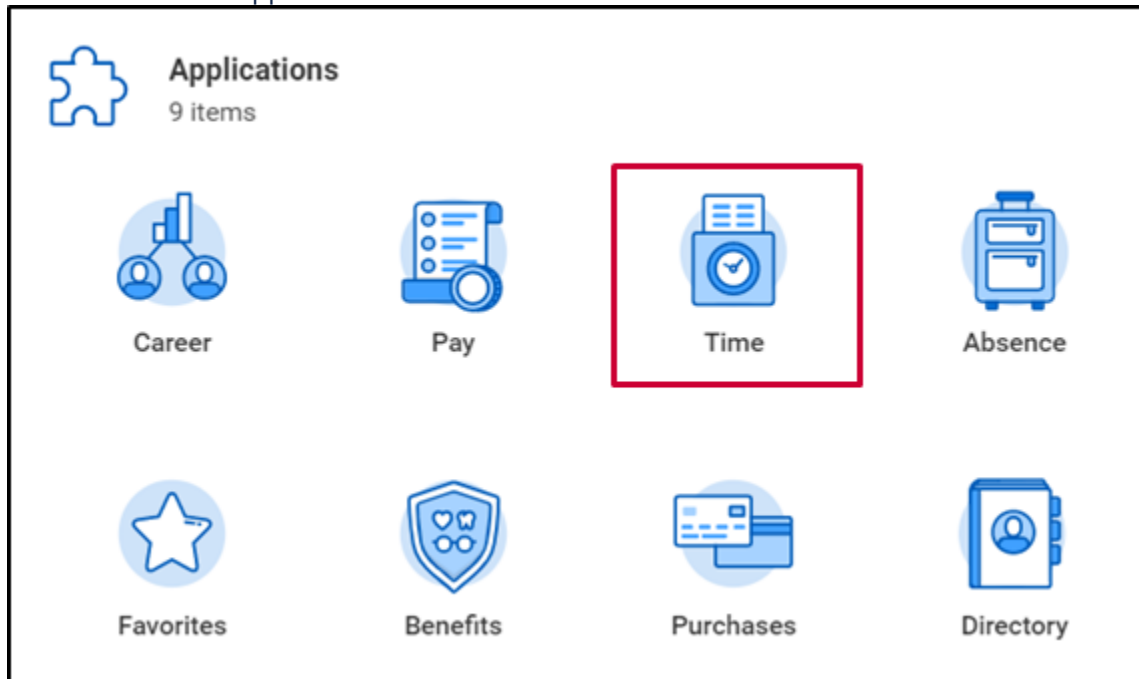


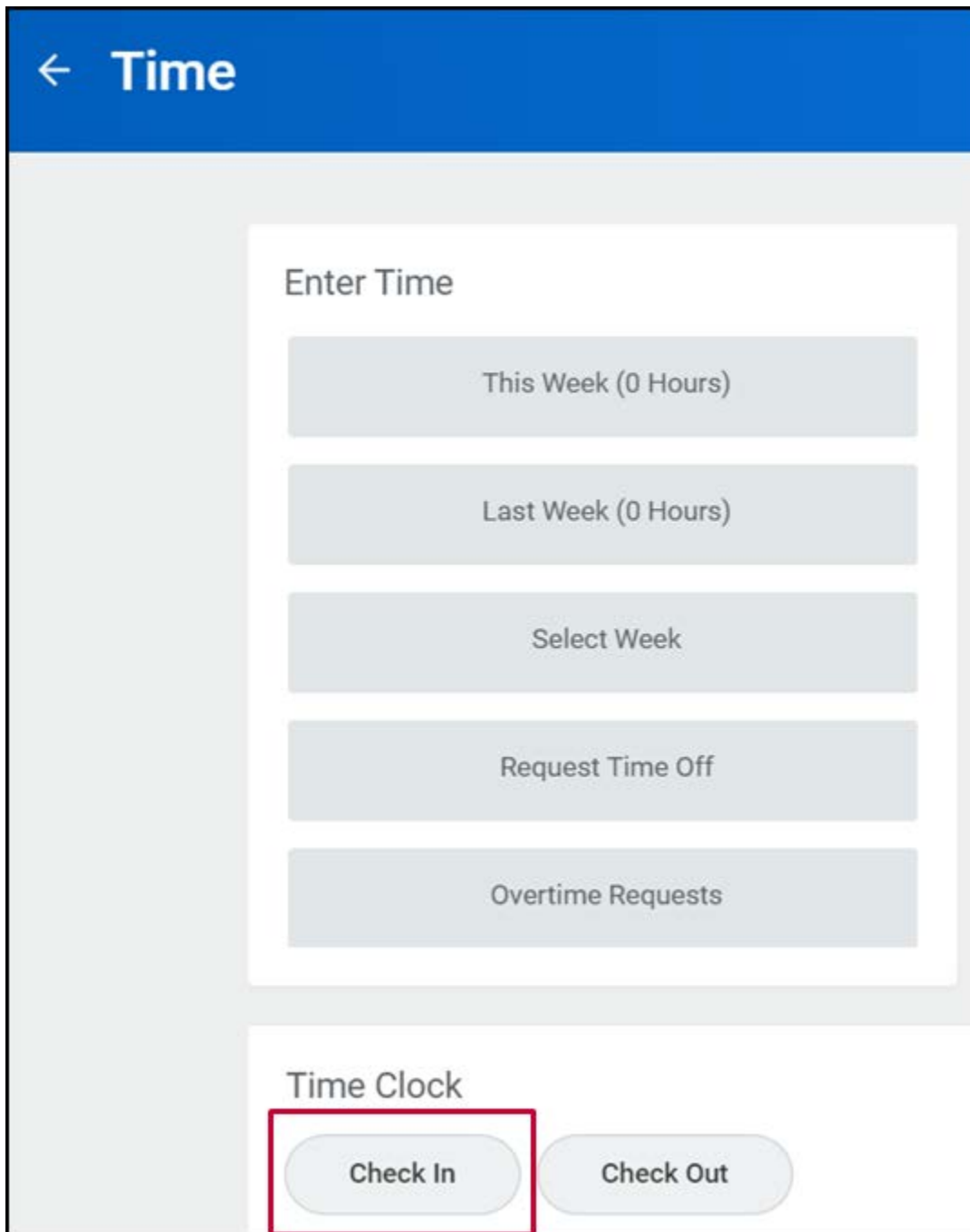
## Steps to Enter Time for Temp-Hourly Employees

Temp-hourly employees can check in and check out of their shifts instead of using the auto-fill from schedule option detailed above. Execute the following steps to enter your time through the **Time Clock** functionality.

1. Log in to the Workday system.
2. Select the **Time** application.



3. Select the **Check In** button to start your shift.



4. In the **Check In** pop-up window, select the **Type Time**, and then select the **OK** button.

## Check In

You are checking in. Please enter your work details or check box to use your previous work details.

Worker \* Zuvev Regido

Date \* 06/05/2020

Time \* 11:04 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

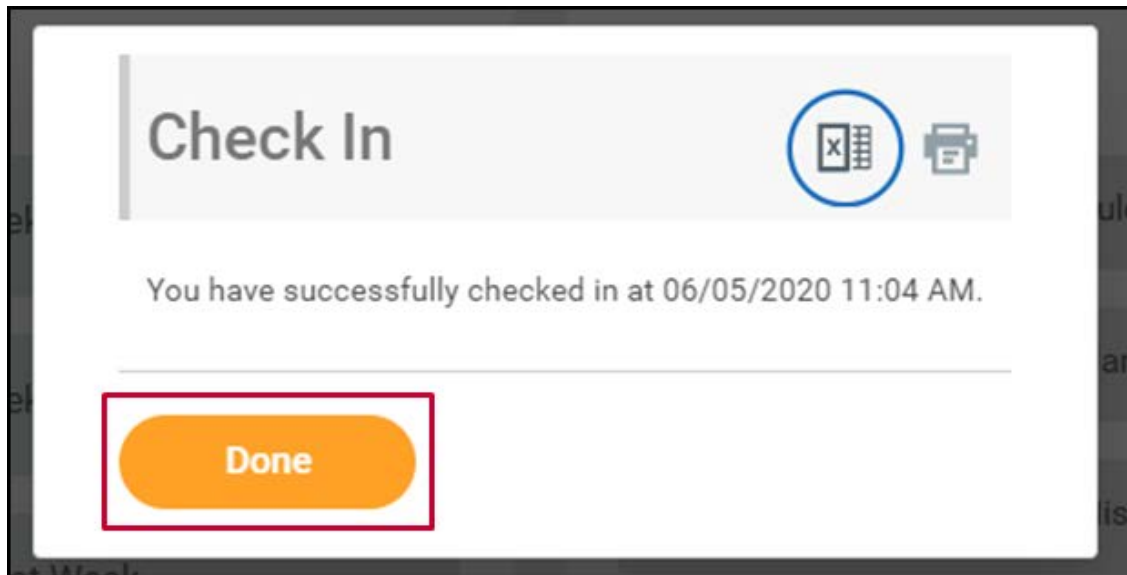
Time Type \* × Regular Hours Worked ... ☰

### Details

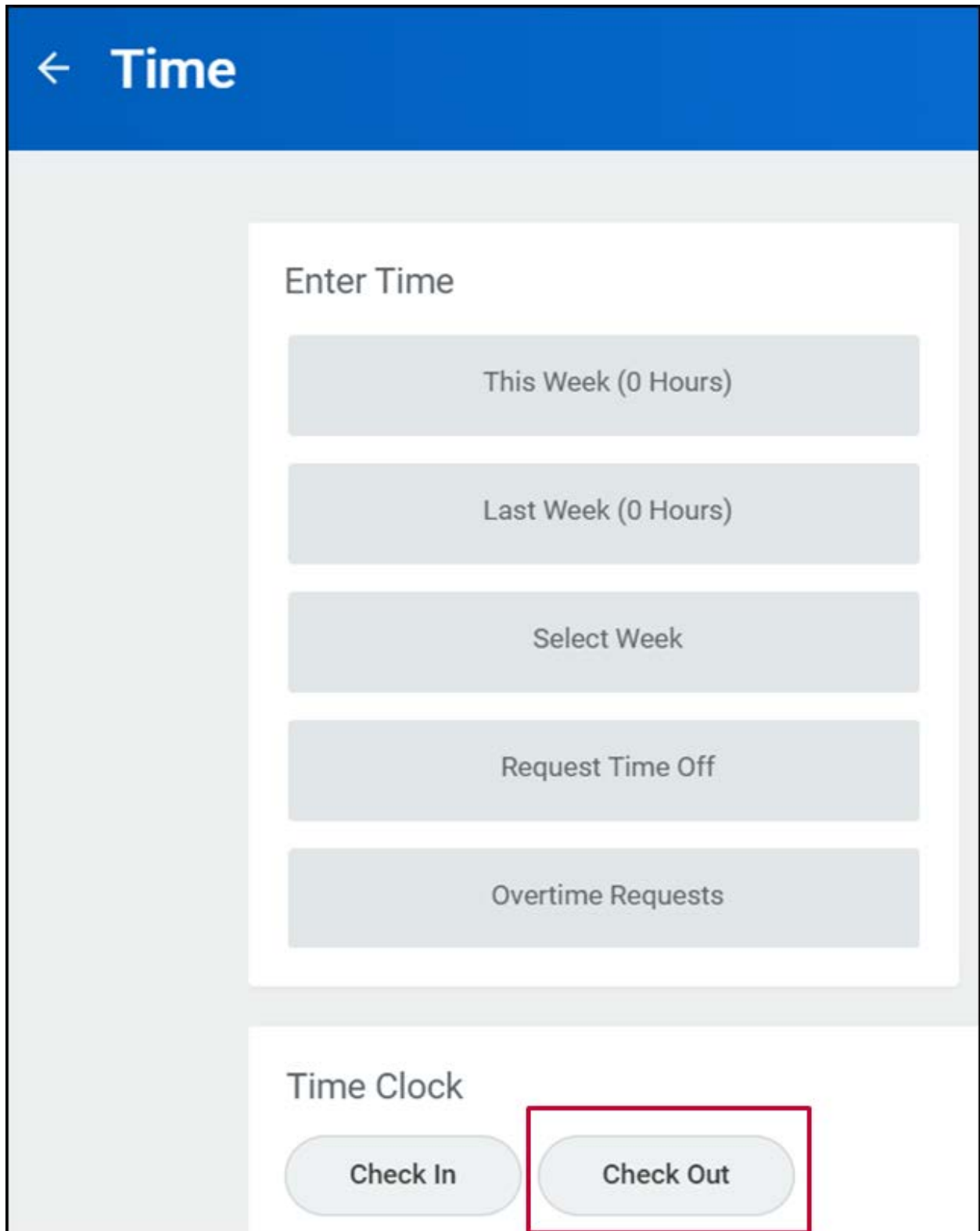
Comment

OK Cancel

5. You will receive a confirmation. Select the **Done** button to close the window.



6. When you are ready to end your shift, return to the **Time** application and select the **Check Out** button.



7. Select the **OK** button in the **Check Out** pop-up window to confirm.

## Check Out

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

Worker \* Zuwev Regido

Date \* 06/05/2020

Time \* 11:08 AM

Time Zone GMT-08:00 Pacific Time (Los Angeles)

### Reason

Out

### Details

Comment

9 .When you are ready to submit your hours for the week, return to the **Time** application and select **This Week**

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

10. Unsubmitted time is shown in gray blocks. Select the **Submit** button to send your time to the Time Approver (e.g., your manager) for approval.

**Enter My Time**  
Zydav Gyhawy Zupipo Actions

Regular Hours: 36   Straight Time Hours: 0   Premium Hours: 0   Paid Time Off: 0

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP) staff. See the following [BPPM 60.60](#) for rules.

Today   <   >   Apr 26 – May 2, 2020

	Sun 4/26 Hours: 0	Mon 4/27 Hours: 9	Tue 4/28 Hours: 9	Wed 4/29 Hours: 9	Thu 4/30 Hours: 9
					Time Period End 04/16/2020 - 04/30/2020
7 AM					
8 AM		Regular Hours Worked 7:30am - 12:00pm 4.5 Hours ⊙ Not Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours ⊙ Not Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours ⊙ Not Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours ⊙ Not Submitted
9 AM					
10 AM					

Submit   Enter Time ▾

**Result:** You have successfully completed the steps to enter your time in the Workday system.