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

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