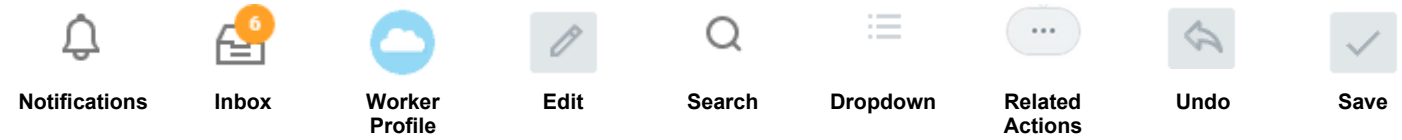
Entering On-Call & Checking In/Out for On-Call

Common Workday Icons



Intended Audience

Employees

Background

- On-Call is no longer a punch in and out process for employees. Employees will enter On-Call in Workday under Enter My Time or by the manager. On-Call can be entered in advance and will route to the manager to approve.

- Employees must punch in/out for callback time while traveling to work and while working during call back – this job aid will walk you through the steps to clock that time.

Instructions

Entering On-Call in Workday – no Call Back
Checking In/Out for On-Call – with Call Back

Entering On-Call in Workday

1. Click **Menu** in the left-hand corner in Workday
2. Click **Time**
3. Under **Enter Time**, click **Select Week** and enter date
4. Click **Actions**, then click **Enter Time by Type**
5. Under **Time Type** – from the drop down select:
   a. Time Entry Code > On Call (Hours)
6. Worktags will default to the primary cost center
   a. Cost center can be changed by clicking in the drop down and selecting the cost center
7. Go to the day and enter the number of On-call hours
8. Enter Comment – Optional
9. Click **Save and Close**

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Checking In for On-Call with Call Back

1. Launch the Workday app on your mobile device
2. On the home screen, under **Timely Suggestions**, click the **Check In** button
3. **Time Type** will need to be changed to **On Call**
4. **Cost Center** will default to your primary job's Cost Center (enter the appropriate Cost Center for your shift)
5. Click **OK**
6. After checking in, a confirmation message will appear letting you know you have successfully checked in

When you are called into work during On-Call you'll need to clock in for Call Back:

7. Launch the Workday app on your mobile device
8. Click **Find** on the bottom of the screen
9. Type **Check In**
10. Click the **Check In** button
11. **Time Type** will need to be changed to **Call Back**
12. Click **OK**

If your call back ends and you're heading home, remain checked in under Call Back. Once you arrive home and have logged in at least 2 hours of Call Back time, you can follow the above steps to check back in to On Call.

Checking Out of On-Call with Call Back

1. Launch the Workday app on your mobile device or workstation
2. On the home screen, under **Timely Suggestions**, click the **Check Out** button
3. **Reason** will be **Out**
4. **Cost Center** will default to your primary job's Cost Center (enter the appropriate Cost Center for your shift)
5. Click **OK**
6. After checking out a confirmation message will appear letting you know you have successfully checked out

Still Need Help?

Contact HRWokdaySupport@mainegeneral.org