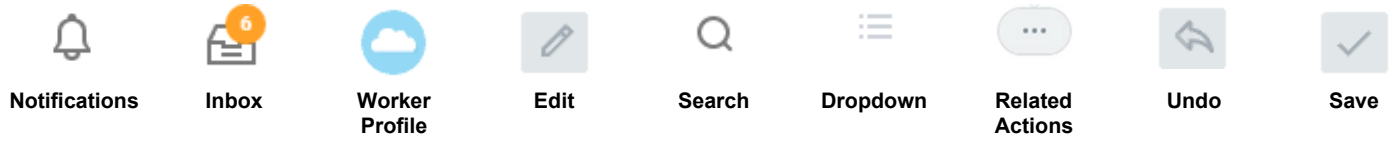
Checking In and Out in Workday

Common Workday Icons



Intended Audience

Employees

Background

- There are 3 ways to clock your time with Workday: Dorma Kaba timeclocks (available for all employees to use), Workday Mobile App or Workday Desktop App at your workstation.
- Employees who start and end their shifts at a workstation can easily track their time by clocking in and out using the Workday Application or mobile; these are interchangeable.
- The mobile app is available to all employees while on-site at an MGH Facility, including those who do not connect to the MGH Network during their shift (e.g., Athletic Trainers, Community Workers) or those who work "on-call" or "call back" shifts.
- **NOTE:** Employees who check in using a timeclock must also check out using a timeclock to ensure accurate payment within the same shift. The timeclocks and Workday applications (workstation or mobile) are not interchangeable for checking in and out.

Instructions

Checking In and Out via Workday Workstation
Checking In and Out via Dorma Kaba Timeclock
Checking In and Out via Workday Mobile App
Transferring Cost Centers During a Shift - Dorma Kaba
Switching Positions Mid-Shift

Checking In and Out in Workday

Checking In for your shift via Workday Workstation:

1. Log into **Workday**
2. On the home screen, under **Timely Suggestions**, click the **Check In** button
3. **Time Type** will default to **Worked Time** (this is the Type to use for your scheduled weekly hours)
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

Breaks

1. Log into **Workday**
2. On the home screen, under **Timely Suggestions**, click the **Check Out** button
3. Select **Reason: Meal** when the next menu pops up
    a. Meal breaks are 30-minute unpaid breaks, when clocked out for meal, you will not be paid
4. Click **OK**
5. After checking out a confirmation message will appear letting you know you have successfully checked out for your break
6. To check back in scroll to **Timely Suggestions** on the home screen and click the **Check In** button
7. This will move you back into **Worked Time**, ensure that details on this screen are accurate
8. Click **OK** at the bottom of the screen.

Checking Out of your shift via Workday Workstation:

1. Log into **Workday**
2. On the home screen, under **Timely Suggestions**, click the **Check Out** button
3. Select **Reason** of **Out** to clock out
4. Click **OK**
5. After checking out a confirmation message will appear letting you know you have successfully checked out for your break

Checking In and Out in Workday

Checking In for your shift via Dorma Kaba Timeclock:

1. Hold your badge against the badge reader in the bottom left for 2-3 seconds
2. You will be directed to the home screen to **Clock In**
3. **Cost Center** will default to your primary job's Cost Center
    - Employees who need to clock in to a Cost Center different from their primary will need to enter the number into the Cost Center field
    - A keyboard will appear to type in the correct cost center for your shift
5. Tap the **Save** icon
6. A confirmation window will appear; tap **OK** to confirm
7. After a successful action, the screen will reset to default for the next user

Checking Out for Meal Break (required for all hourly employees) or End of Shift via Dorma Kaba Timeclock:

1. Hold your badge against the badge reader in the bottom left for 2-3 seconds
2. Since the check-in is already registered, additional options will appear, including: **Clock Out**, **Meal**, **Transfer**, and **Time Record View** (which provides a view of all recorded punch history)
    - To start your break, tap the **Meal Start** icon
    - To return from break, tap the **Meal Stop** icon
    - To clock out at the end of your shift tap the **Clock Out** icon

Checking In and Out in Workday

Checking In for your shift via Workday Mobile App:

1. Open the **Workday** app
2. On the home screen, click the **Check In** button
3. Time Type will default to **Worked Time** (this is the Type to use for your scheduled weekly hours)
4. **Cost Center** will default to your primary job's Cost Center (enter the appropriate Cost Center for your shift, if different)
5. Click **OK**
6. After checking in, a confirmation message will appear letting you know you have successfully checked in

Breaks

1. Open the **Workday** app
2. At the top of the home screen, click **Break** and then **Meal** when the next menu pops up
    a. Meal breaks are 30-minute unpaid breaks, when clocked out for meal, you will not be paid
3. After checking out a confirmation message will appear letting you know you have successfully started your break checked out for your break
4. To check back in Open the **Workday** app
5. Click **End Break** at the top of the screen
6. This will move you back into **Worked Time**, ensure that details on this screen are accurate
7. Click **OK** at the bottom of the screen.

Checking Out of your shift via Workday Mobile App:

1. Open the **Workday** app
2. On the home screen select the **Check Out** button
3. If needed, enter any needed comments on the next screen that opens
4. When done, click the **check mark** in the upper right corner
5. After checking out a confirmation message will appear letting you know you have successfully checked out

Checking In and Out in Workday

Transferring Cost Centers During Shift:

1. Hold your badge against the badge reader in the bottom left for 2-3 seconds
2. Tap the **Transfer** icon
3. Tap the black **Cost Center** field to enter the new cost center manually (it will not auto-populate). A keyboard will appear for you to type in the cost center.

NOTE: If the cost center is entered incorrectly you will receive an error message

Switching Positions Mid-Shift

- Employees who switch to an alternate position mid-shift with no break in between can simply follow the steps to clock in again and select the alt/secondary position in the drop down (and change cost centers, if needed). Workday automatically checks out of the previous position. Continue to check in/out for breaks and out for the day, as you normally would.

Still need help?

Contact HRWorkdaySupport@mainegeneral.org