

On a typical day at work, you'll record your worked time 4 times a day. You'll punch in to record your start time, punch out for a meal, punch back in when you return from meal, and finally punch out at the end of your shift.



1. To enter your worked time, select the **Workday** icon **workday**. on OKTA. On the Workday homepage, select Time from Applications.

Welcome, Bruce Banner (7)				¢\$
Inbox O items	Application: 8 items	s 🔶		
	Personal Information	Pay	Time Off	Benefits
Go to Inbox	1 IIII Time	Directory	Favorites	Reports

You'll be directed to the Time screen.

2. Click the **Check In** button to record your time.

Time	
Enter Time	View
This Week (4 Hours)	My Time Off
Last Week (0 Hours)	Time Off Balance
Select Week	Time Clock History
Request Time Off	
Correct Time Off	
Time Clock Check In Check Out	



On the **Check In** popup window, current **Date** and **Time** will be displayed. The **Cost Center** field will be left blank.

3. Review your information and click **OK**.

Enter Time	Check In
This Week	You are checking in. Please enter your work details.
Last Week	Worker * Bruce Banner (7) Date * 12/05/2018
Select	Time * 9:00 AM Time Zone GMT-08:00 Pacific Time (Los Angeles)
Request	Time Type * × Regular Hours :=
Correct	Details
Time Clock	Cost Center Elank
Check In	3
	OK Cancel

Important Note: If you work at a community other than your home community, you will need to **transfer** your hours to that community using the **Cost Center** field – as shown in the images below. You will need to do this when you Check In in the morning and Check In from your meal break.







4. Click **Done** to complete the **Check In** process.



Enter Time	View
This Week (4 Hours)	My Time Off
Last Week (0 Hours)	Time Off Balance
Select Week	Time Clock History
Request Time Off	
Correct Time Off	

To punch out for a meal or at the end of your shift, click the **Check Out** button on the **Time** screen. (The **Time** screen is shown on **Page 1**.)

- 1. If punching out for a meal, <u>you must select the **Meal** option under **Reason**</u>. If you are punching out at the end of your shift, select the **Out** option.
- 2. Click **OK**.
- 3. Click Done to complete the Check Out process.

