
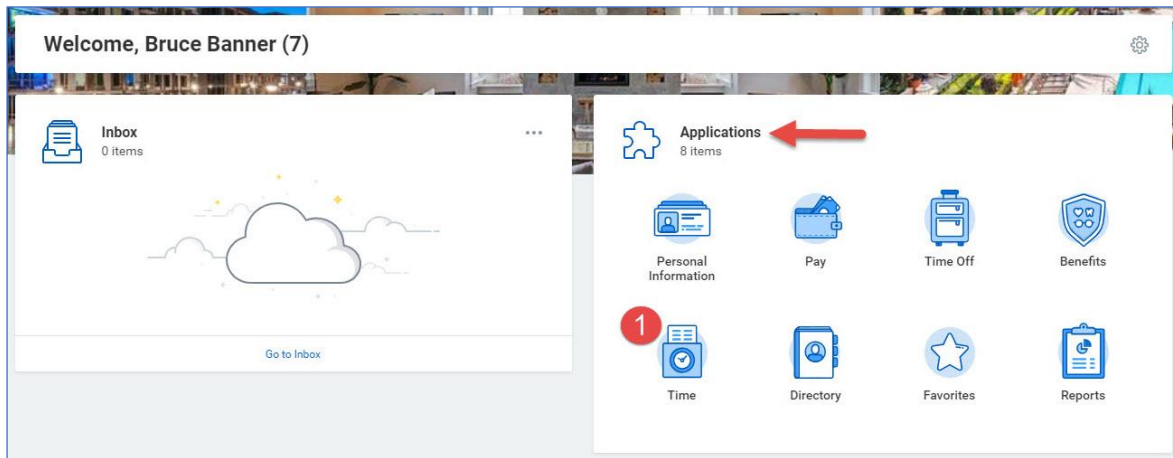


Workday Job Aid – How to Enter your Time

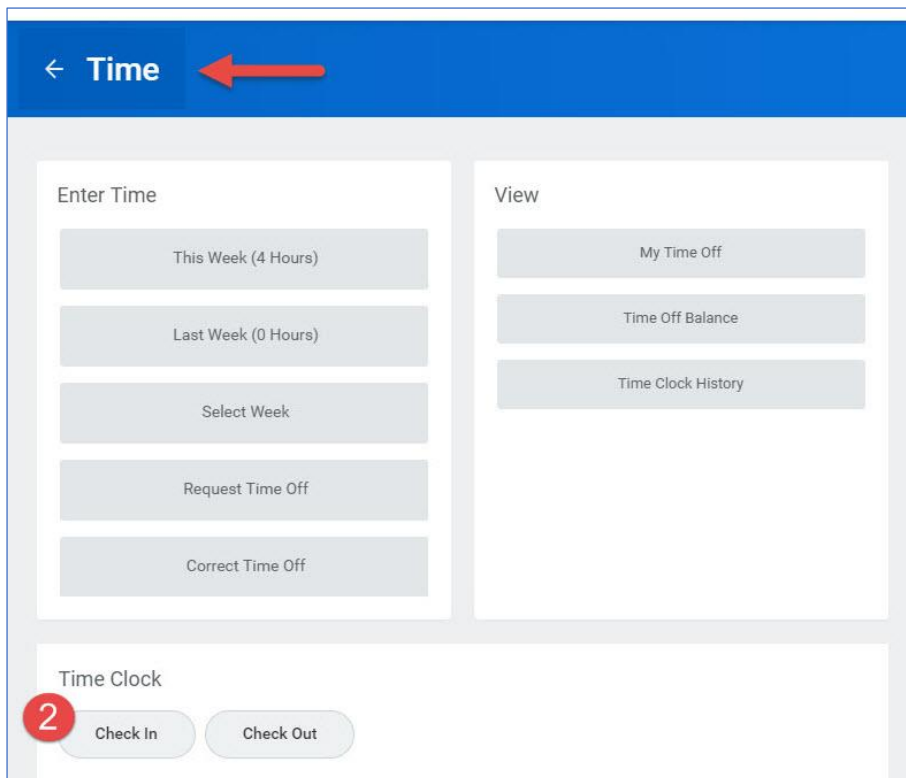
On a typical day at work, you'll record your worked time 4 times a day. You'll punch in to record your start time, punch out for a meal, punch back in when you return from meal, and finally punch out at the end of your shift.

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



You'll be directed to the **Time** screen.

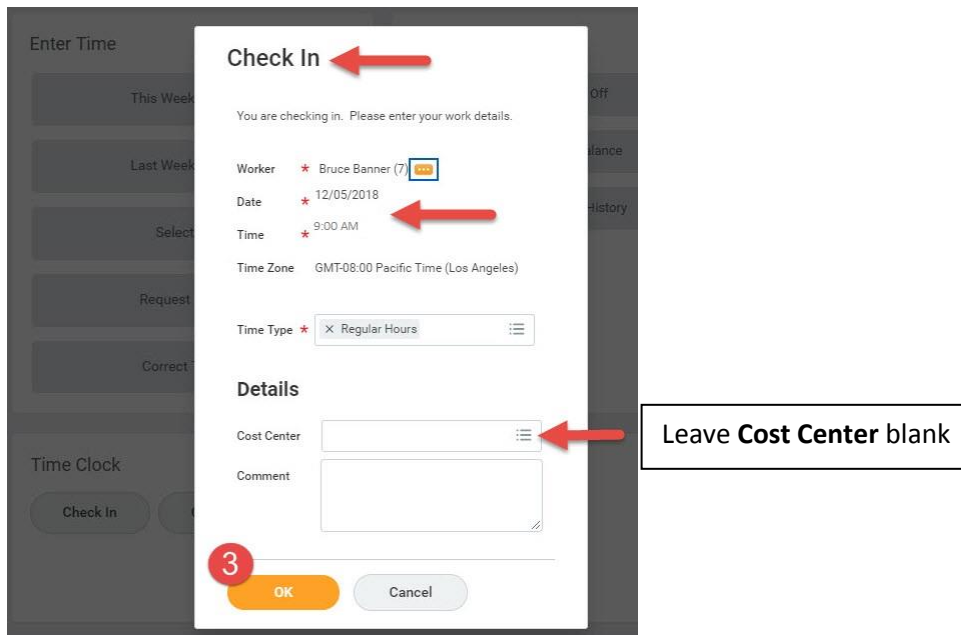
2. Click the **Check In** button to record your time.



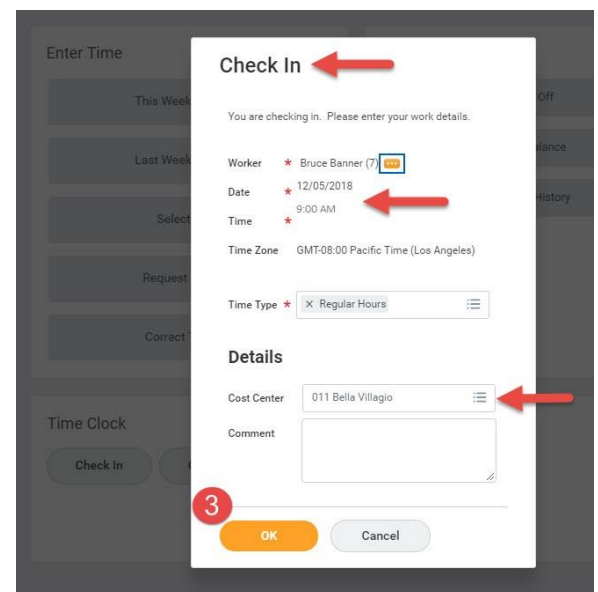
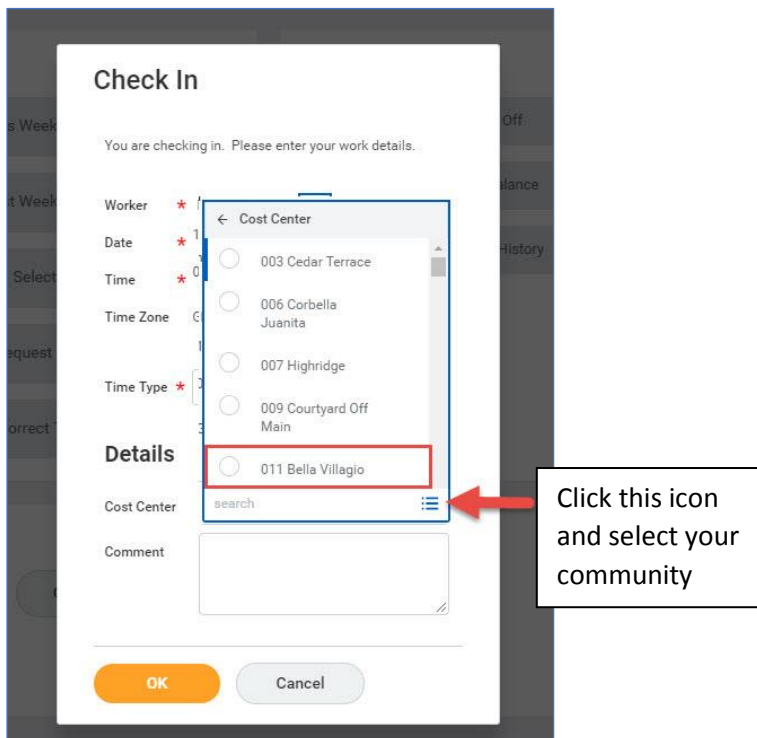
Workday Job Aid – How to Enter your Time

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**.

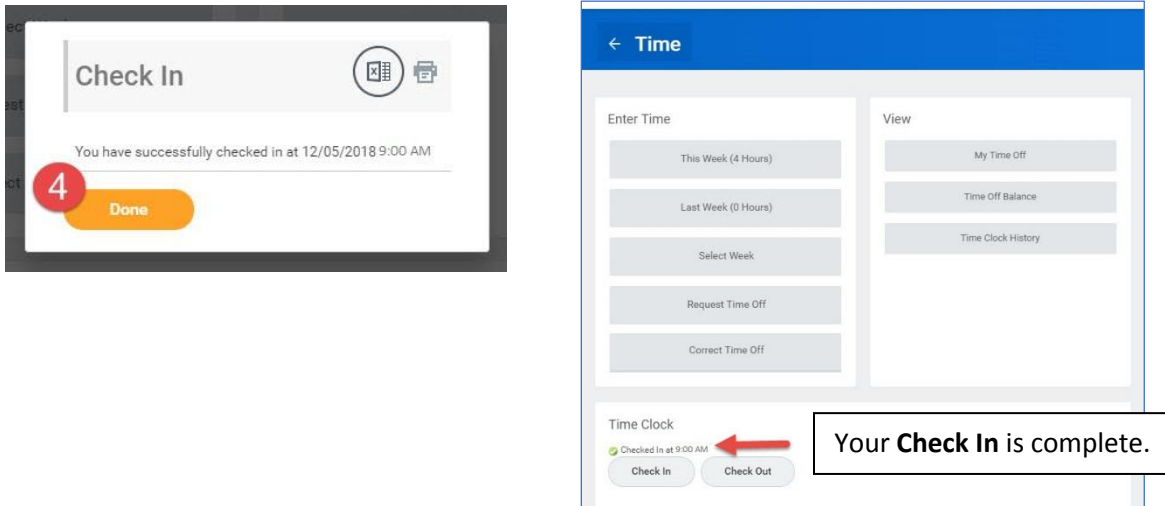


Important Note: If you work at a community other than your home community, you will need to **transfer** your hours to that community using the **Cost Center** field – as shown in the images below. You will need to do this when you Check In in the morning and Check In from your meal break.



Workday Job Aid – How to Enter your Time

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



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, you must select the **Meal** option under **Reason**. 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.

