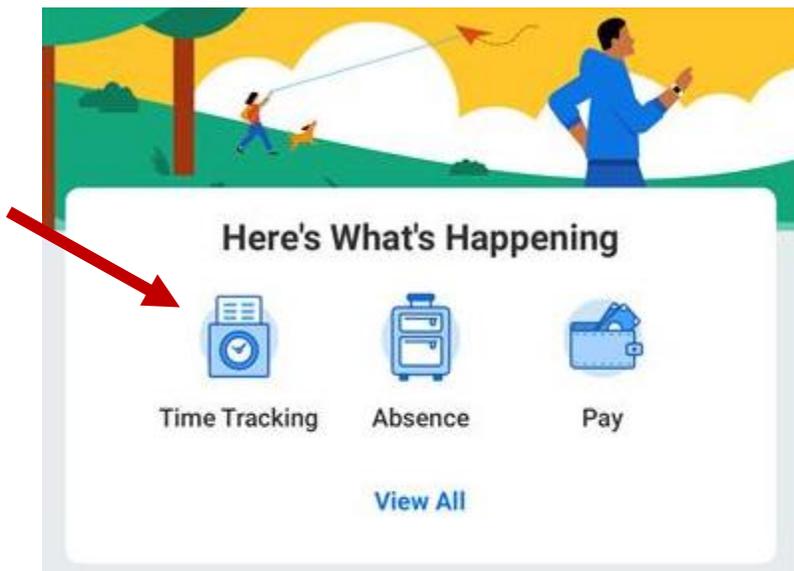
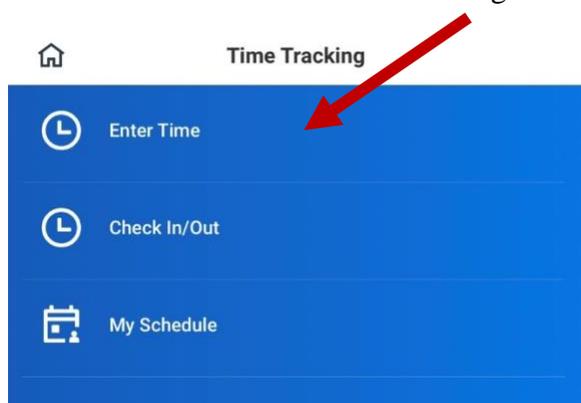


# Employee: How to Enter Time Worked – Mobile App

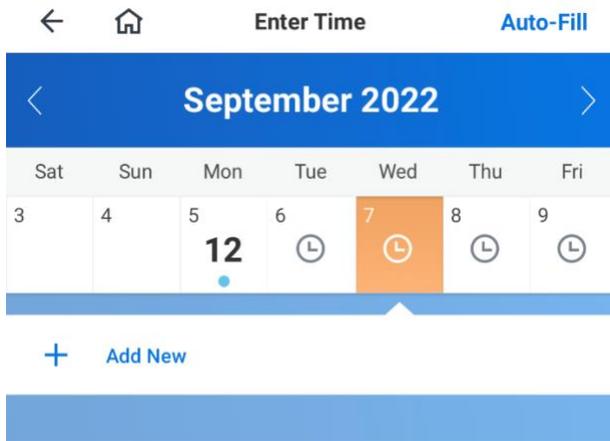
1. From the main screen of your Workday App, select **Time Tracking**



2. Select **Enter Time** under time tracking



3. Select the date you would like to enter time for (highlighted in orange) and click on **Add New**



4. The window below will appear, and you will be able to enter an In and Out punch. If you went on lunch, you would need to change the Out Reason to Meal. Please also note that if you have more than two punches you will need to repeat this step twice.

The screenshot shows a mobile application interface for entering time. At the top, there are three buttons: 'Cancel', 'Enter Time', and 'OK'. Below this is a blue bar with the date '08/29/2022'. The form has the following fields:

- Time Type \***: A dropdown menu with 'Worked Hours' selected.
- In \***: A text input field with a clock icon.
- Out \***: A text input field with a clock icon.
- Out Reason**: A dropdown menu with 'Out' selected.
- Hours**: A text input field with the value '0'.

Cancel Enter Time OK

In \*

Out \*

Out Reason

Hours

0

Details

Close

8 : 00

AM PM

1	2	3
4	5	6
7	8	9
⌫	<u>0</u>	✓

Cancel Enter Time OK

Out \*

Out Reason

Hours

0

Details

Waive Meal Break Penalty

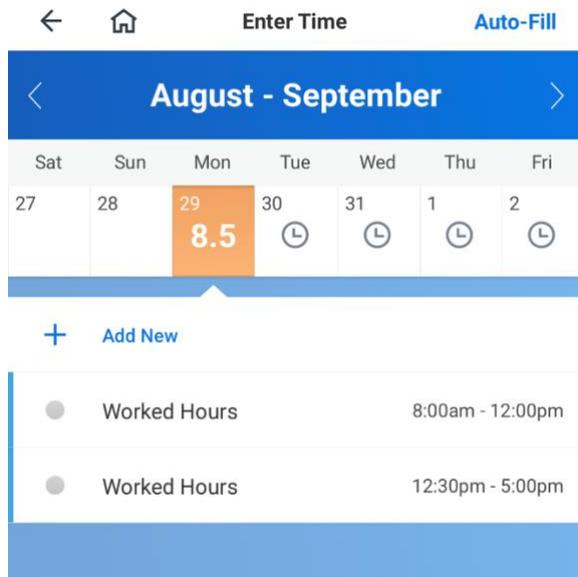
Close

: :

AM PM

1	2	3
4	5	6
7	8	9
⌫	<u>0</u>	✓

5. When you have completed the required fields click **OK** at the top right of the screen, you will see the hours you entered populated under Add New



*Note: If you have any questions, please contact Payroll at [Payroll@cmc.edu](mailto:Payroll@cmc.edu) or call (909) 607-3356*