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.
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

![Calendar and Hours Entry Screen]

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