Employee:  
How to Enter Time Using Check In/Out on Mobile App

1. From the main screen of your Workday App, select **Check In**
2. Review the Check In time. Please note the Check In time will be populated from current time.

*Use Wave Meal Break Penalty if you are working under 6 hours and skipped lunch

3. When ready to submit click Next
4. Once you are check in you will see the confirmation below with your check in time

   ![Check In/Out](image)

   **04:18 PM**

   ![Checked in at 04:18 PM](image)
   Worked: 00:00

   ![Remind me to check out at...](image)
   08:20 PM  12:20 AM  Other...

   **Today's Time**
   Regular NE - No Rounding
   ![Checked In](image)
   Worked: 00:03

5. When you are ready to go on lunch or clock out for the day you can select **Meal** or **Check Out**

   ![Meal or Check Out](image)
If selecting **Meal** you will see the following confirmation

To clock back in you will need to select **Check Back In**
If selecting **Check Out**, you will see the following:

![Check In/Out screen](image)

**Check Out at: 4:31 PM**

Enter your check out details.

**Comment**

**Attestations**

Did you take your meal today? *

**Attestation Comment**
You will be asked **Did you take your meal today?** Be sure to select either Yes or No when prompted and click **Done** when complete.

<table>
<thead>
<tr>
<th>Close</th>
<th>Did you take your meal today?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No (comment required)</td>
</tr>
</tbody>
</table>

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