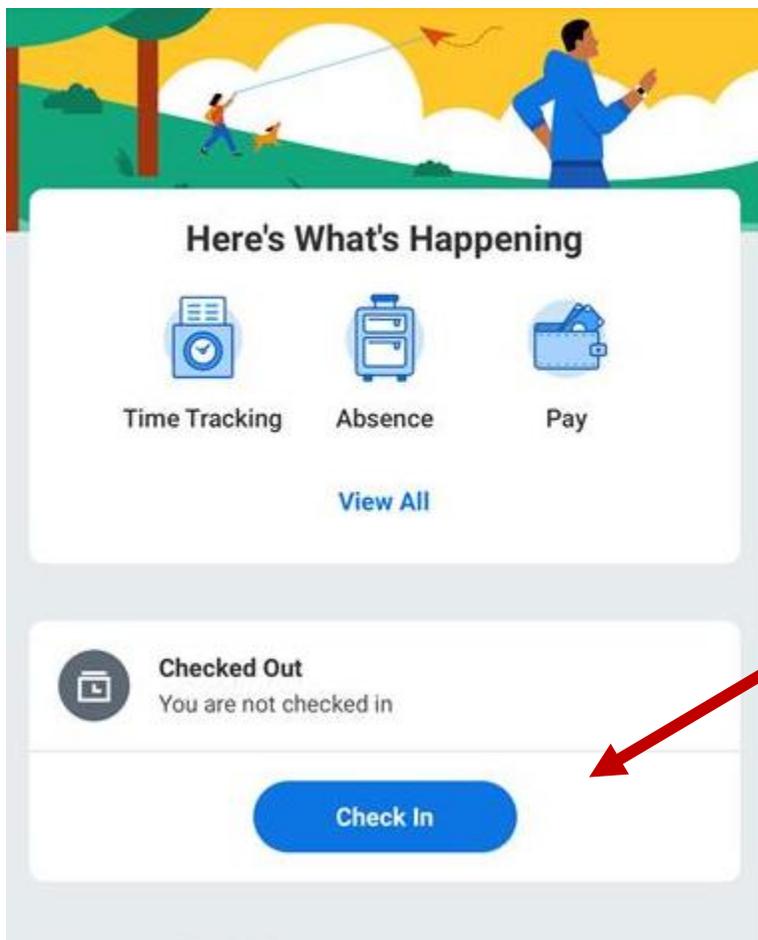
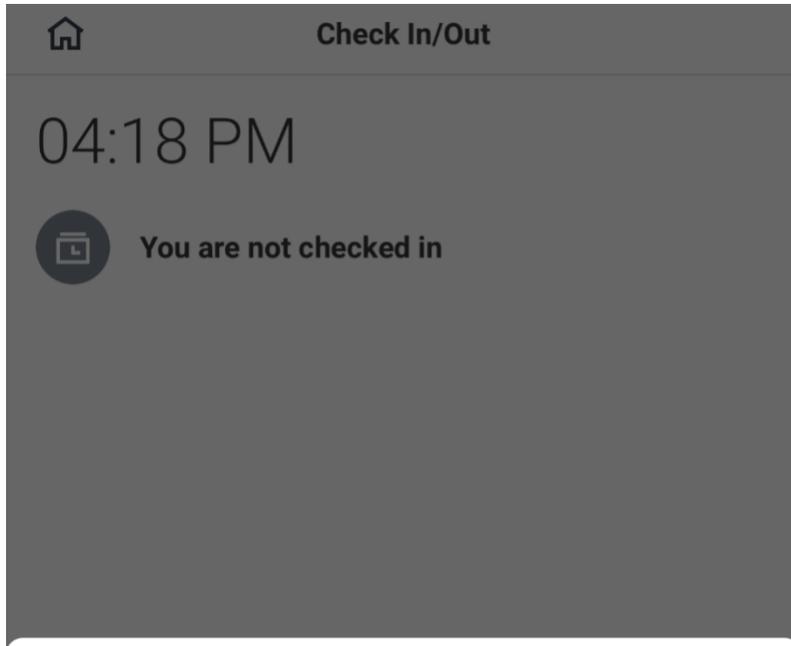


Employee: How to Enter Time Using Check In/Out on Mobile App

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.



Check In at: 4:18 PM

Enter your check in details.

Time Type *

Details

Waive Meal Break Penalty

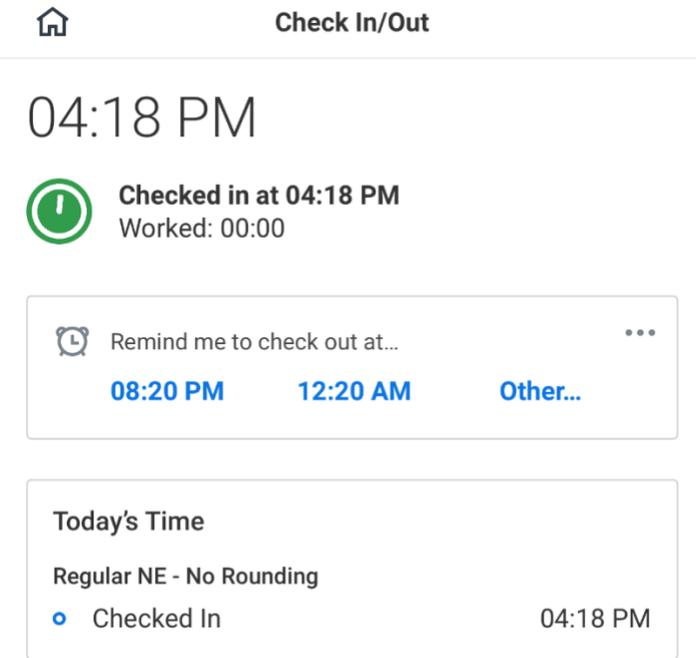
 

*Use Wave Meal Break Penalty if you are working under 6 hours and skipped lunch

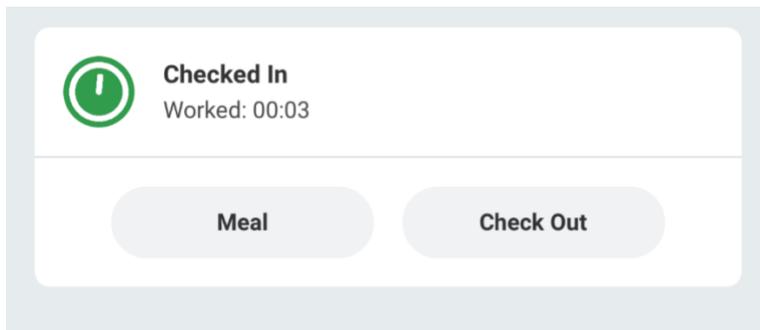
3. When ready to submit click **Next**



4. Once you are check in you will see the confirmation below with your check in time



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



If selecting **Meal** you will see the following confirmation



Check In/Out

01:53 PM



Started meal break at 01:53 PM
On Meal Break: 00:00



Remind me to check out at...



05:50 PM

09:50 PM

Other...

Today's Time

Regular NE - No Rounding

	Checked In	01:45 PM
	Meal	01:53 PM

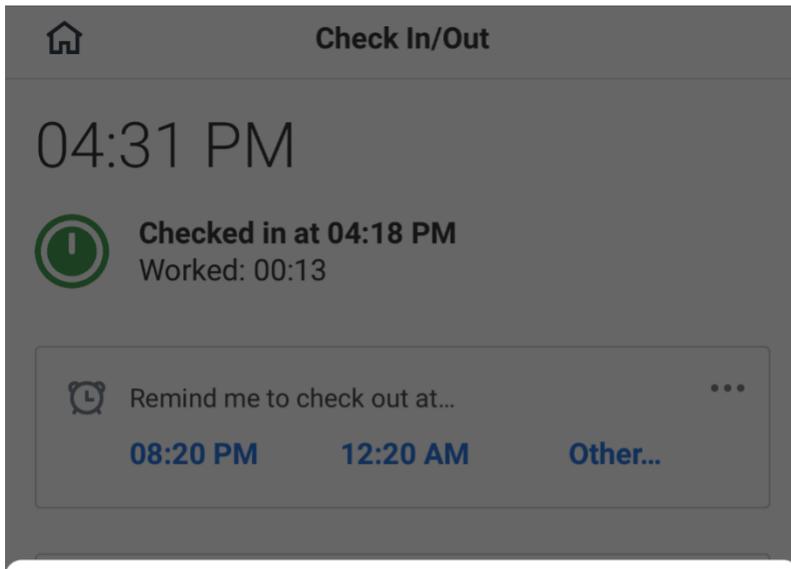
To clock back in you will need to select **Check Back In**



Meal
On Meal Break: 00:02

Check Back In

If selecting **Check Out**, you will see the following:



Check Out at: 4:31 PM

Enter your check out details.

Comment

Attestations

Did you take your meal today? *

Attestation Comment

Cancel

Done

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

Close

Did you take your meal today?

Yes

No (comment required)

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