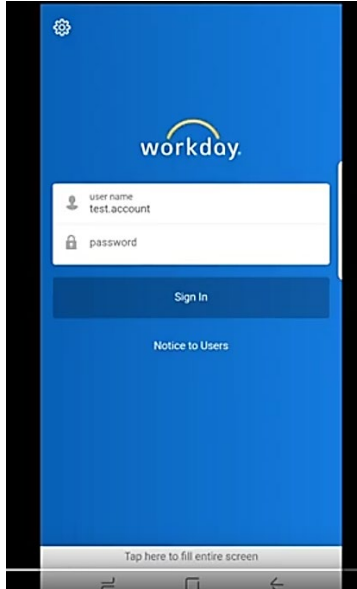


CHECK IN/OUT (HOURLY EMPLOYEES) ON ANDROID MOBILE APP

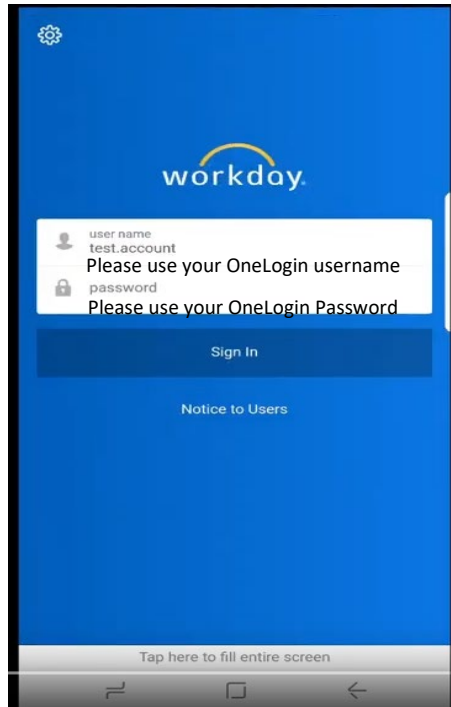
Before opening up the Workday Android App please make sure your Data feature is turned on your phone. When you open it up it should look like the image below.



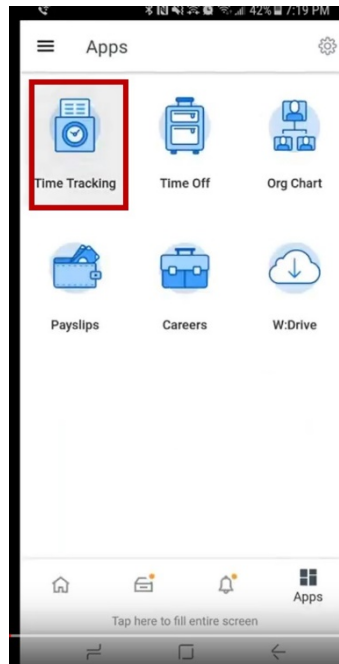
1. In the upper left corner, click the  to access the screen shown below.



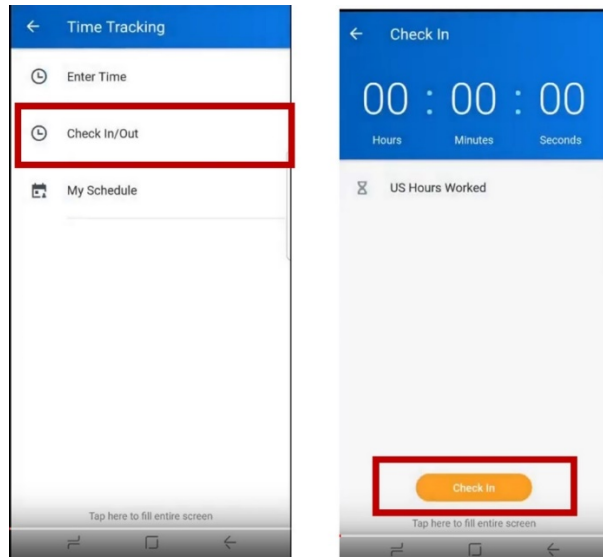
2. Enter your OneLogin username and Password. A confirmation code will be sent to either your phone or Collin email. Enter the confirmation code and allow Workday to remember your phone.



3. Look for the Time Tracking icon to Check In/Out.



4. When you open the Time Tracking App icon you should see the Check In/Out



5. Press the Check In button and you are ready.
6. When you are ready to leave, the Check in button will become the Check-out button.



Note: Should you be out of range of the Campus Geofencing when trying to Clock in/out. This warning band will appear to let you know you need to get within Campus boundaries for Workday to function.

