



## Time Tracking: Enter Time Worked in Time Tracking

Workday Time Tracking provides workers many options for entering time. The options available depend on time entry configurations, business process security policies, and whether your organization uses calendar-based time entry or high-volume time entry.

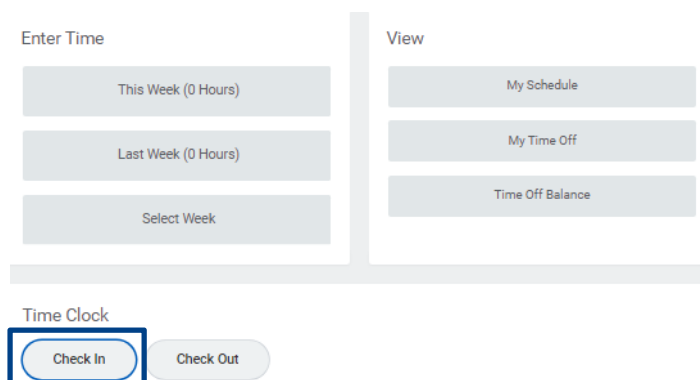
### CALENDAR-BASED USER INTERFACE

#### ENTER TIME USING CHECK IN/OUT

From the **Time** application:



1. Click **Check In** (see image to the right).



2. Enter the Time Type (usually *Regular* will populate) and a Comment in the Details section (a comment is not required)

#### Check In

#### Details

3. If you have multiple jobs, a Position section will show up and you can choose the position you are entering time for.



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### Check In

You are checking in. Please enter your work details.

Worker \* John ..

Date \* 08/19/2021

Time \* 09:31 AM

Time Zone GMT-06:00 Central Time (Chicago)

Time Type \*

Position

### Details

Comment

OK

Cancel

4. Click **OK**, then **Done**.
5. After you have completed your work or if you are leaving for lunch, navigate back to the **Time** application and click **Check Out**.
6. Click **OK**, then **Done**.