



## Time Tracking: Enter Time Worked in Time Tracking

### CHECK IN/OUT (HOUR EMPLOYEES) - IPHONE

From the Time Tracking app:

1. Tap **Check In/Out**.
2. Tap **Yes, Share My Location** button.



Note: This feature prevents workers from checking in or checking out using Workday mobile applications when they are outside of a defined geofence.

3. Tap **Allow**.
4. Tap **Check In** when you start working.
5. Confirm the **Time Type** from the prompt. Add additional information as needed, including Cost Center, Job Profile, Waived Meal/Break, and Division. Select the Project as Time Type, if applicable.
6. Tap **Done**.
1. To take a break, tap **Break** and select a reason such as Break or Meal.
2. When you are ready to start work again, tap **Check Back In** and repeat steps 5 and 6. Use the Check In/Out feature as required throughout the day.
3. Tap **Check Out** when you stop working.
4. Tap **Done**.