Time Tracking

workday.

Baltimore

Time Tracking

Hourly Employees must enter time using the Check in/Check Out process in Workday.

ENTERING TIME

From the Time application:

1 Click **Check In** under Time Clock.

2 Enter the Time Type and Details.

NOTE: If you have multiple jobs, you must select the job to enter time against.

3 Click **OK**, then **Done**.

4 After your work is completed, navigate back to the Time application and click Check Out.

5 Select a reason for check out.

6 Click **OK**, then **Done**.

SUBMIT TIME

From the Time application:

1 Select the week that you would like to submit time for by clicking on **This Week**, **Last Week** or **Select Week**.

2 The week will display in a calendar view. Click **Submit** at the bottom of the page.

3 The Submit Time page displays. Click Submit to send to your manager for approval.

Still have questions about Workday?

For additional support and questions about Workday, please contact your agency HR practitioner or view the website at:
Workday.Baltimorecity.Gov

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Transforming • **Engaging** • **Automating** • **Modernizing**

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