

Logging Your Shift in Workday

This document explains how to log in to Workday to log your shift (hours worked) from your computer.

Log in to Workday

To log in to the Workday software, perform the following steps:

1. Navigate to your company's Intranet login site from your computer.
2. After you log in, select *Sign in to one of the following sites* and select *Workday* from the menu:

You are not signed in.

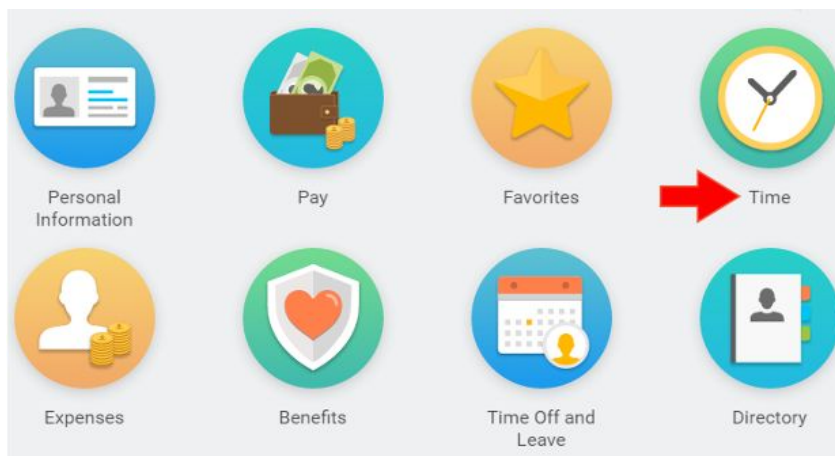
☐ Sign in to this site.

☒ Sign in to one of the following sites:

1. WorkDay

Sign in

3. After you log in to Workday, click the *Time* icon:



4. To log your time for the current week, select the *This Week* option. Workday will redirect you to the current work week calendar.
5. Select the date for which you want to log your hours.

6. Click one of the blue areas below the date. The *Enter Time* window will appear.



7. In the time entry window, enter the required information:
- Time Type* - Select an option from the menu. This setting uses the *Hours Worked - (Clock In/Out)* option by default.
 - In* - The time at which you arrived for the work day.
 - Out* - The time at which you will leave for the work day.
 - Out Reason* - The reason for your departure. Select an option from this menu.
8. Provide any information in the *Details* section's optional *Comment* text box.
9. When you are finished, click *OK*. The system will log your entry, and your entry will display on the Workday calendar.

Next

- Enter Total Hours Worked by Day
- Submit Hours for Manager Approval
- Request and Enter Paid Time Off
- Submit Time Using Human Resource Codes