Time Tracking: Dining Services

Workday User Guide

workday.
Dickinson

Intended Audience: Dining Services Staff and Student Workers

With Workday, you'll have two options for entering your time:

- Use the **Workday mobile app** on your phone or other mobile device
- Use a **Workday Time Kiosk** by scanning your employee ID card

This guide includes step-by-step instructions for both methods.

WORKDAY MOBILE APP

Check In on a Mobile Device (Phone)

To enter your time from a mobile device, you will need to download the Workday Mobile application. Use the steps in this job aid for additional information.

Important Note: You must be in your work area to check in. Workday uses location services (geofencing), so you won't be able to clock in/out unless you're physically at your work location.

1. Open your **Workday** Application

2. Tap on the **Time Tracking** icon.

3. Towards the top of your screen, tap **Check In/Out**.

4. If you see a message asking to share your location:

   ○ Tap **Yes, Share My Location**

   ○ Then tap **Allow**

   Note: This makes sure you're within the work area when checking in or out.

5. Tap **Check In** when you start your shift.

6. If you have multiple jobs at Dickinson, you must select the position you are clocking in for.

7. **Time Type** will automatically say **Worked Time**.

   ○ You can tap to choose **Call In** and **Emergency Close Down Worked (in/out)** if applicable.

8. The **Location** will be **Holland Union Building HUB.**

9. (Optional) **Add a comment** if you need to request a correction.

   ○ Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your timekeeper will review and adjust.

10. Tap **OK** to finish checking in.

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Important Note: By tapping OK, you're confirming your time is correct. This includes your shift time, any breaks, and any extra hours. It helps make sure your paycheck is right and keeps our records accurate.

Entering a Meal Break on a Mobile Device (Phone)

1. When starting your **30-minute meal break**, tap **Meal**.

2. When your meal break is complete, tap **Check Back In**. You will not be able to check back in until 30 minutes have passed.

3. **Time Type** will automatically say **Worked Time**.
   ○ You can tap to choose **Call In** or **Emergency Close Down Worked (in/out)** if applicable.

4. The **Location** will be **Holland Union Building HUB.**

5. (Optional) **Add a comment** if you need to request a correction.
   ○ Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your timekeeper will review and adjust.

6. Tap **OK** to finish checking in.

Check Out on a Mobile Device (Phone)

1. At the end of your shift, tap **Check Out**.

2. (Optional) **Add a comment** if you need to request a correction.
   ○ Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your timekeeper will review and adjust.

3. Tap **Done**.

WORKDAY TIME KIOSK

The Workday Time Kiosk is a simple way to clock in, take breaks, and clock out using your Dickinson employee ID. All hours entered go directly into Workday.

Check In on a Kiosk

1. **Scan the barcode** on the back of your ID card or type in your employee **ID number** and tap **Login**.

   Note: Your name is shown on the left.

1. If you have multiple jobs at Dickinson, you must select the position you are clocking in for.

2. **Time Type** will automatically say **Worked Time**.
   a. You can tap to choose **Call In** or **Emergency Close Down Worked (in/out)** if

applicable.

3. (Optional) **Add a comment** if you need to request a correction.

   a. Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your timekeeper will review and adjust.

4. Tap **Check In**.

5. You'll see confirmation that you've checked in.

Entering a Meal Break on a Kiosk

1. **Scan the barcode** on the back of your ID card or type in your employee **ID number** and tap **Login**.
2. Select **Meal** as your time type
3. (Optional) **Add a comment** if you need to request a correction.

   a. Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your timekeeper will review and adjust.

4. Select the **Start Meal** button.
5. To check back in for work, scan your employee ID to login, then select **Check In**.

Check Out on a Kiosk

At the end of your shift, from the Time Kiosk:

1. **Scan the barcode** on the back of your ID card or type in your employee **ID number** and tap **Login**.
2. Select **Out** as the time type.
3. (Optional) **Add a comment** if you need to request a correction.

   a. Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your timekeeper will review and adjust.

4. Tap **Check Out**.

NEXT STEPS: Once you've entered your hours, your time automatically goes to your **designated timekeeper** for Dining Services. They'll **review and approve** it, which then sends your time directly to payroll, so you get paid.

NEED TO EDIT YOUR TIME?
If you forget to clock in or out, chose the wrong job if you have multiple positions, or need another adjustment to your time, you can let your manager know through the comments when you are clocking in, clocking out, or recording a meal break.

To request a correction:
1. When you are at the point of confirming your time (either on the **mobile app** or at the **Kiosk**), look for the **comments box**.

2. In the comment, type what needs to be fixed.
   - Include the **date** and the **exact time(s)** that should be corrected.
   - Example: *"Forgot to clock in 8:00 AM on 9/5."*
3. Submit your entry as usual.
4. Your timekeeper will review the comments and make the correction.

Support: Still have questions?

For technical assistance, please contact the HelpDesk at 717-245-1000 or email helpdesk@dickinson.edu.

Please direct any specific questions regarding time entry to payroll@dickinson.edu or hrservices@dickinson.edu.