

# Time Tracking: Library Student Workers

Workday User Guide



**Intended Audience:** Student Workers using a Time Kiosk

As a part of Workday, student workers will conveniently check in/out using the Workday Time Kiosk located at the Circulation Desk. This guide provides step-by-step instructions on how to use the Time Kiosk.

## WORKDAY TIME KIOSK

The Workday Time Kiosk is a simple way to clock in and out using your Dickinson ID card. All hours entered go directly into Workday for your manager's approval.

### Check In on 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 positions at Dickinson, you must select the position you are clocking in for.
  2. **Select type** will be **In**.
    - a. (Optional) **Add a comment** if you need to request a correction.
    - b. 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 **Check In**
  4. You'll see confirmation that you've checked 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 type** will be **Out**.
3. Add a comment if needed. Comments will send an alert to your timesheet manager. Typically, comments are only used when you need to request a correction.
4. (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.
5. Tap **Check Out**.

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**NEXT STEPS:** Once you've entered your hours, your time automatically goes to your **supervisor or the designated timekeeper** for your area. 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, choose 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 or out.

#### To request a correction:

1. When you are at the point of confirming your time in the Time Kiosk, look for the **comments box**.
2. In the comment, type what needs to be fixed.
  - o Include the **date** and the **exact time(s)** that should be corrected.
  - o 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 will make the correction.

#### Support: Still have questions?

For technical assistance, please contact the HelpDesk at 717-245-1000 or email [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu).

Please direct any specific questions regarding time entry to [payroll@dickinson.edu](mailto:payroll@dickinson.edu) or [hrservices@dickinson.edu](mailto:hrservices@dickinson.edu).