

Time Tracking: Student Workers

Workday User Guide



Intended Audience: Student Workers using mobile devices

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 in a web browser** from your computer

This guide includes step-by-step instructions for both methods. Please review this guide for simple, step-by-step instructions on how to start using the new system.

WORKDAY MOBILE APP

Check In on a Mobile Device (Phone)

To enter your time you will need to download the [Workday Mobile application](#) for your device. Use the steps in this job aid for additional information.

1. Open your **Workday** Application
2. Tap on the **Time Tracking** icon.
3. Towards the top of your screen, tap **Check In/Out**.
Tap **Check In** when you start your shift.
4. If you have multiple positions at Dickinson, you must select the position you are clocking in for.
5. **Time Type** will automatically say **Regular**.
6. The **Location** should say **Dickinson College**.
7. 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 manager will review and adjust.
8. Tap **OK** to finish checking in.

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

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 manager will review and adjust.
3. Tap **Done**.

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Review and Submit your Time from the Mobile App

1. Open your **Workday** Application
2. Tap on the **Time Tracking** icon.
3. Tap **Enter Time**.
4. The current weeks' time will display with rounded daily hours. To view actual clocked in/out time, tap on the day.
5. Tap **Submit**. A summary of your hours displays.
6. Tap **Submit** again to submit your time. Your manager will have an Action Item in their inbox to Approve or Send Back your time.

WORKDAY WEB BROWSER

Check In from a Web Browser

1. Open **Workday** from any web browser.
2. At the top left, click **Menu**, then click **Time**.
3. Click **Check In** when you start your shift.
4. **Time Type** will automatically say **Regular**.
5. If you have multiple positions at Dickinson, you must select the position you are clocking in for.
6. The **Location** should say **Dickinson College**.
7. (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 manager will review and adjust.
8. Click **OK** to finish checking in.
9. You'll see a success message, then click **Done**.

Check Out from a Web Browser

1. Open **Workday** from any web browser.
2. At the top left, click **Menu**, then click **Time**.
3. At the end of your shift, click **Check Out**.
4. (Optional) **Add a comment** if you need to request a correction.
 - o Example: *"Missed clocking out 9/1 at 8:30 AM.* Comments are only required for time corrections, which your manager will review and adjust.
5. Click **OK** to finish checking in.
6. You'll see a success message, then click **Done**.

Review and Submit your Time from a Web Browser

1. Open **Workday** from any web browser.
2. At the top left, click **Menu**, then click **Time**.
3. Click **This Week**.
4. Click **Review** to review a summary of your time for the week.
5. Click **Submit**. Your manager will have an Action Item in their inbox to Approve or Send Back your time.

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Important Deadline - Time needs to be entered and submitted by noon on Monday following the end of the pay period for non-exempt staff members and students.

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 right when you are clocking in or clocking out.

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 manager will review the comment 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.

Please direct any specific questions to your direct supervisor, payroll@dickinson.edu or hrrservices@dickinson.edu.