



TIPS

- Students who have worked on Campus previously must apply internally via Workday.
- Download the Workday mobile app to clock-in/out on your phone!

Submit Time (Daily Clock-In/Clock-Out)

- ▶ Login to Workday.
- ▶ Submit Time* (Daily Clock-In/Clock-Out)
 - On the homepage, click on <View All Apps>
 - Click on the <Time> Icon
 - Click on <Clock-In> at the beginning of your shift
 - Click on <Clock-Out> at the end of your shift

UP NEXT: Supervisor will approve time at close of pay period.

Time Clock

Check In

Check Out

***Note: At the end of every week, you will need to submit your weekly time for your manager to approve.**