Clock In/Clock Out

This How-To Guide covers how to **clock in and out** using a **Workday Time Kiosk** and only applies to hourly employees working in Erdman, New Dorm, Wyndham, Uncommon Grounds, or the Help Desk.

Clocking In

1. When you arrive for your shift, go to the **Time Kiosk** to **clock in**.
2. At the **Time Kiosk**, enter your **7-digit ID number** to clock in. You can find your ID number on your **OneCard**. Skip the first two zeros. For example, if the number on your OneCard was 001234567, you would enter 1234567.
3. *If you work multiple positions,* select the **Position** you are clocking in for.
4. For **Time Type**, if you are working non-regular hours, select the type of shift you are working. Otherwise, leave it set to **Regular Hours Worked**.

Clocking Out

1. At the **Time Kiosk**, enter your **7-digit ID number** to **clock out**.
2. For **Out Reason** select **'Out'** unless you are specifically leaving for another reason such as a **meal break**.

Submitting Time

1. When your timesheet is due, log into **Workday**.
2. In the **Menu**, select the **Time App**.
3. Review the time logged automatically by the **Time Kiosk**.
4. Select **Review** and then **Submit** to submit the time you worked. Select **Cancel** to return to the Enter Time view to make changes.

The submitted times will be labeled as **Submitted** until your supervisor approves them. The label will then change to **Approved**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.