Using the Web Clock

For bi-weekly workers who use the web clock

Quick Reference Guide

Using the Web Clock

Entering time via the web clock is accessible via the Time worklet in Workday. Review the steps below to utilize the web clock for checking in and checking out for work related activities.

To check in and check out with the web clock:

1. Click on the Time worklet from the Workday homepage

2. Under the Time Clock section, click Check In to start the web clock at the beginning of your work period.

Keep in mind

- If you work on a schedule, you will be given a six minute grace period on either side of your scheduled start and end times.
- If you are on an open schedule, you will not have a six minute grace period. Also, on an open schedule, you will have to clock in and out for lunch.
- There is no need to check in and check out for lunch if you are on a schedule that includes lunch breaks.
- If you forget to check in or check out, consult with your manager, time approver, or HR partner immediately.

Information needed

- CNET ID
- Password
- Workday website
3. A pop up window will appear. The details such as Worker, Date, Time, and Time Zone will auto-populate. Please fill in the Time Type field with the correct value. Click the Prompt icon to select any other fields that apply.

4. Caution: If you have multiple positions, it is very important that you select the correct position on this screen. This will ensure you are clocking the correct hours for the specific position you are working that day.

4. A confirmation stating your check in was successful will display along with a time stamp. Click Done to complete the process.

5. The Time Clock section will now display the time checked in.
6. To check out of the web clock at the end of your work period, click **Check Out**.

7. Select a value from the **Reason** section.

8. A confirmation stating your check out was successful will display along with a time stamp. Click **Done** to complete the process.

9. The **Time Clock** section will now display the time checked out.

**Note**: If you forget to check in or check out, consult with your manager, time approver, or HR partner immediately.
10. Click Submit when you have checked out from your shift for the respective day or week.

**Note:** Check with your Time Approver or supervisor on the frequency of when you should submit your time.

11. A confirmation page will display with the date range, and total hours that you are about to submit to your Time Approver. You can enter in any comments if needed in the comment section. Click Submit when complete.
12. Upon submitting the timesheet, a confirmation page displaying your submitted entry will display. You can click on the Details and Process arrow to open up a chart with a list of worked time you have entered for the week. Click Done when you are done reviewing the information.