Entering Time on Workday

To start, navigate to Workday (workday.wustl.edu) in your browser and log in with your WUSTL Key credentials, or open the Workday app and log in with your PIN number. If this is your first time using the Workday app, [click here](#) to learn how log in and set your PIN.

Click on the **Time** application and scroll down to the "Time Clock" section. You will see two buttons: **Check In** and **Check Out.** *(Note: On the app, you will also have the option to Check In/Out from the landing page.)*
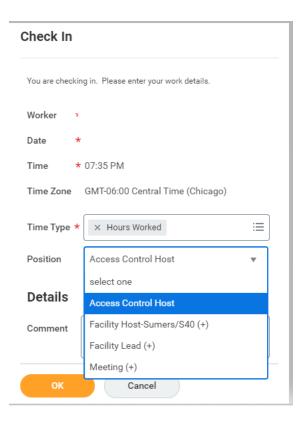
Check in

Per Learning Center policy, employees should check in within <u>5 minutes</u> of their scheduled session start time. [[What if I forget to check in?](#)]

1. Click the **Check In** button.

2. Make sure the **Time Type** field is set to **Hours Worked.**

3. If you have more than one job at WashU, you will also see a **Position** field (see image). Be sure to select the correct position from the drop-down list.

    PLTL and RPM roles are clearly designated in Workday. If you are a Drop-in or Matched Academic Mentor or an Academic Skills Peer Coach, your Learning Center role will mostly likely be "Academic Mentor – Other" or "Student Assistant – [Your Supervisor's Name]."

4. Double-check that your time type and position are correct, and then click **OK**.
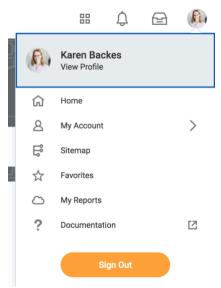

Check out

1. Click **Check Out.** (Again, you should check out within five minutes of the end of your session. Significant discrepancies between your recorded hours in Workday and ConexEd may be flagged.)

2. Click **OK** to confirm that you want to check out.

Missed Check In/Check Out

The Workday Web Clock does not allow employees to manually correct their hours, including missed punches. **If you forget to check in and/or check out, email your manager ASAP to request a correction.**

If you are not sure who your manager is, log into Workday, click on the **round cloud (or profile picture) icon** in the upper right corner of the screen, and then click **View Profile.** Your manager's name will be displayed at the top of the page. In most cases, your Workday manager is the same [Learning Center staff member](#) who oversees your program.

If you find that you are having trouble remembering to check in/out, try setting alarms on your phone or computer to help you remember. You can even do this within the Workday app; after you check in, you will be prompted to set a check out reminder.

Review Your Time Record in Workday

If you want to see how many hours you have worked in a particular week or confirm that your manager has corrected a missed check in/check out, you can review your time record by navigating to the **Time** application and choosing a week to view within the **Enter Time** box.

The Learning Center recommends that you review your time record at least once a week to confirm that your reported hours are complete and correct.