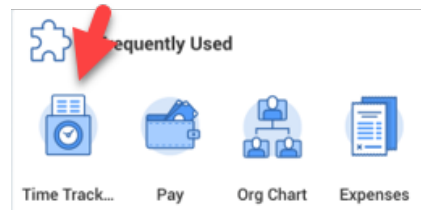


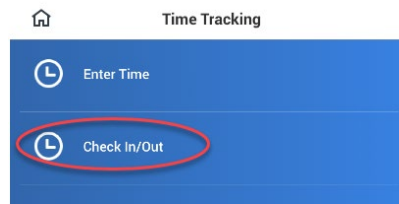
Using Mobile Check In/Check Out to Record Time

This option for entering your time works similar to a Time Clock (i.e., a quick way to record hours with one click at the beginning and end of your shift from the [Workday's Mobile App](#) on your phone). Users must be connected to the Bowdoin College WIFI to use this time entry option.

- ✓ [Connect your phone to the Bowdoin College WIFI](#)
- ✓ [Download Workday's Mobile App](#) (Note: If the Workday app is already installed, you will need to uninstall and reinstall it, to access the new Mobile Check In/Out functionality.)
- ✓ Log into the Workday mobile app with your Bowdoin College credentials.
- ✓ From the home page on the Mobile app select the Time Tracking Worklet.




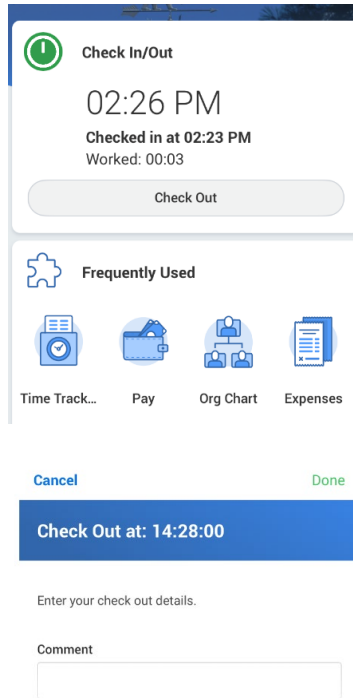
- ✓ Then select Check In/Out



- Leave the Time Type defaulted to **Hours Worked**.
- If you have multiple positions, you will have the option to select which one applies.
- Leave Cost Center and Time Tracking Worktag fields BLANK.
- Select **Done** button (location of this button may vary by phone).


A screenshot of the 'Time Tracking' form in the Workday mobile app. The form has a white background and a blue header with 'Cancel' and 'Done' buttons. Below the header, there are four fields: 'Time Type *' (dropdown menu set to 'Hours Worked'), 'Position' (dropdown menu set to 'X Waitstaff (+)'), 'Details' (header), 'Cost Center' (text field), and 'Time Tracking Worktag' (text field). Each field has a menu icon on the right.

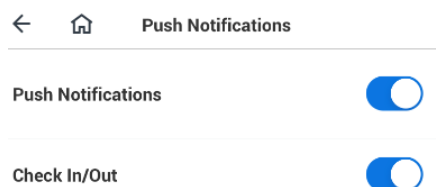
- ✓ Select Home button  to return to your home page or close out of the app.
- ✓ At the end of your day (or to punch out for a break) open the Workday app and select Check Out.
- ✓ Select Done on the next screen. Your time will now be reflected within your timesheet.



To clock back in from a break or for another shift, repeat the steps above. Each in and out segment will be matched up and reflected within your timesheet.

Enabling Push Notification Reminders for Mobile Check In/Out

- Log into the Workday Mobile app and select your account settings which varies by phone. On an I-phone this may be located by selecting your photo in the upper right corner or on an Android this may be located by selecting the three bars in the upper right.
- Select Push Notifications.
- Turn On the toggle buttons for Push Notifications and Check In/Out.
- Select the Home button. 



Using Mobile Check In/Check Out to Record Time

Once push notifications are enabled and you have Checked in, you have the option to setup a reminder notification by selecting one of the time options presented or select Other to specify a time.

