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   _____
connected to the Bowdoin College WIFI to use this time entry option.

9   [Connect your phone to the Bowdoin College WIFI](#)

9   [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   .)

9   Log into the   Workday mobile app   with your   Bowdoin College credentials.

9   From the home page on the Mobile app select the Time Tracking Worklet.

9   Then select Check In/Out

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

9   Select Home button   to return to your home page or close out of   the app.

9   At the end of your day   (or to punch out for a break) open the   Workday app a nd select Check O ut .

9   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.

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.