



# Submit Time (Daily Clock-In/Clock-Out)

- ▶ Login to Workday.
- ▶ Submit Time\* (Daily Clock-In/Clock-Out)
  - On the homepage, click on <View All Apps>
  - Click on the <Time> Icon
  - Click on <Clock-In> at the beginning of your shift
  - Click on <Clock-Out> at the end of your shift

**UP NEXT: Supervisor will approve time at close of pay period.**

## TIPS

Students who have worked on Campus previously must apply internally via Workday.

Download the Workday mobile app to clock-in/out on your phone!

## RELATED TASK(S)

- Recruiting Process (for Supervisors)

## RESOURCES

- [Student Employment Support Site](#)

*Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.*

Time Clock



**\*Note: At the end of every week, you will need to submit your weekly time for your manager to approve.**