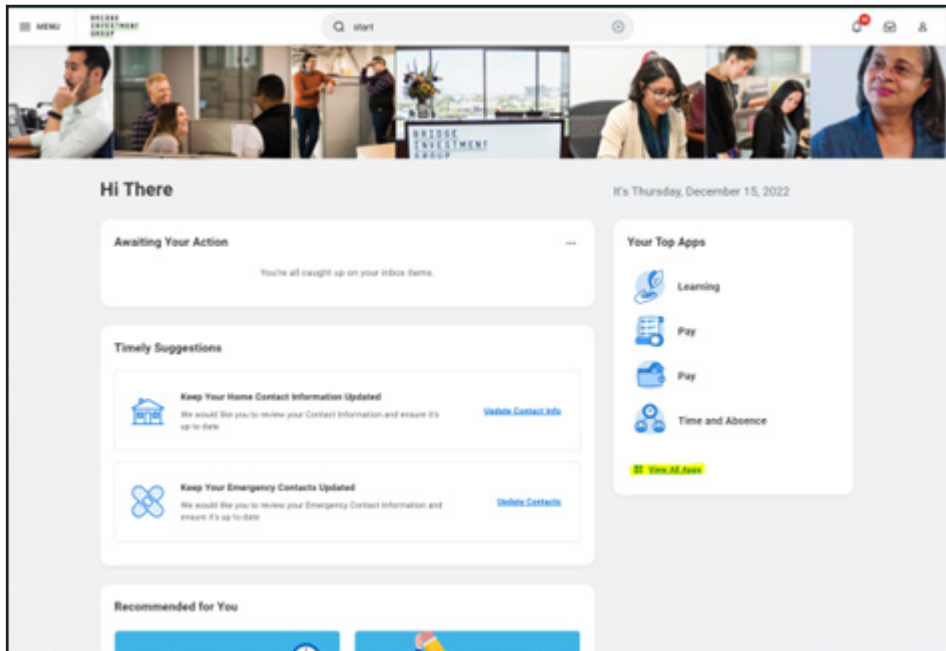


# Workday Is Live

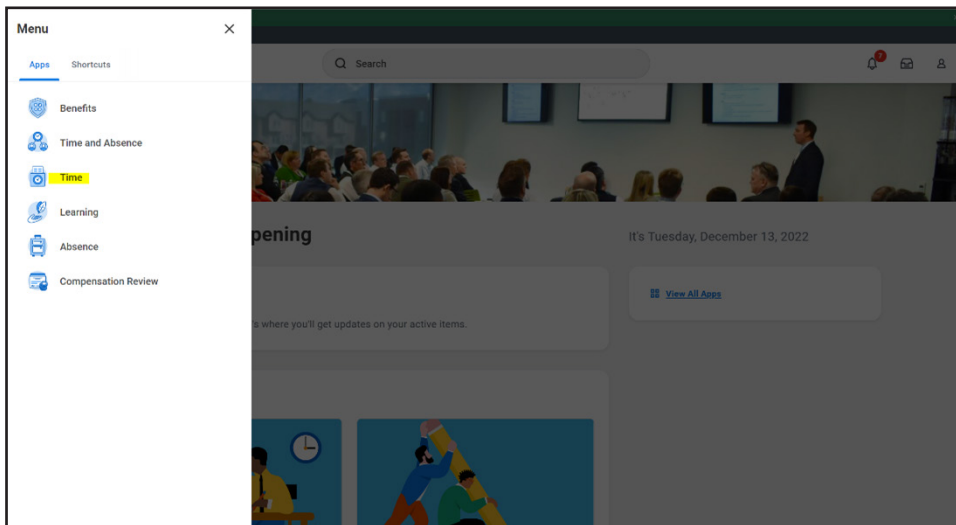
## Employee Time Entry Guide for Workday

### How to Clock In/Out:

1. Go to the home page and select "View All Apps."



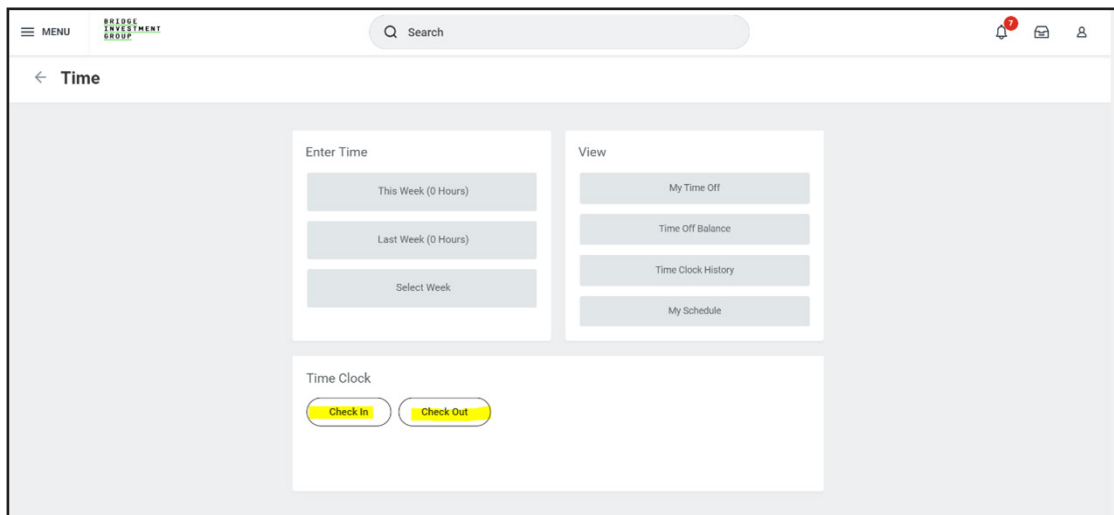
2. When the menu opens, select "Time."



# Workday Is Live

## Employee Time Entry Guide for Workday

3. When the time clock appears, select “Check In” or “Check Out” accordingly.



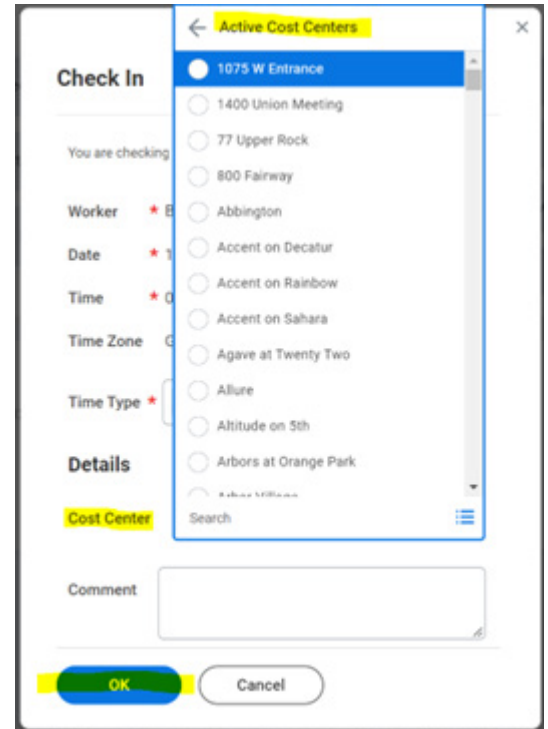
4. When the “Clock In” is selected, the screen will appear as follows. Click “OK.” If you are on-call, click on “Regular” and change the time type to “On Call” then select “OK.”

A screenshot of the 'Check In' form in the Workday mobile app. The form contains the following fields: 'Worker' (redacted), 'Date' (12/15/2022), 'Time' (06:28 PM), and 'Time Zone' (GMT-08:00 Pacific Time (Los Angeles)). The 'Time Type' dropdown menu is open, showing 'Regular' as the selected option. Below these fields are 'Details' sections for 'Cost Center' and 'Comment'. At the bottom, there are 'OK' and 'Cancel' buttons.A screenshot of the 'Check In' form in the Workday mobile app, showing the 'Time Type' dropdown menu open. The 'On Call' option is highlighted in yellow. The 'Regular' option is also visible. The rest of the form fields (Worker, Date, Time, Time Zone, Cost Center, Comment) and the 'OK' and 'Cancel' buttons are the same as in the previous screenshot.

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## Employee Time Entry Guide for Workday

5. If you are an employee assisting at another property and clocking in your time there, follow the previous steps but also click on the “Cost Center” box, then “Active Cost Center” then “Property” and select the property where you are working.



The screenshot shows a 'Check In' dialog box with a dropdown menu titled 'Active Cost Centers'. The dropdown is open, showing a list of cost centers with radio buttons next to each. The first option, '1075 W Entrance', is selected. Other options include '1400 Union Meeting', '77 Upper Rock', '800 Fairway', 'Abbington', 'Accent on Decatur', 'Accent on Rainbow', 'Accent on Sahara', 'Agave at Twenty Two', 'Allure', 'Altitude on 5th', and 'Arbors at Orange Park'. Below the dropdown is a search bar. The dialog also shows fields for 'Worker', 'Date', 'Time', and 'Time Zone', and a 'Details' section with a 'Cost Center' label. At the bottom, there is a 'Comment' field and 'OK' and 'Cancel' buttons.

6. To check out is the same process, but you will select “Meal” if clocking out for lunch and “Out” if clocking out from your shift.

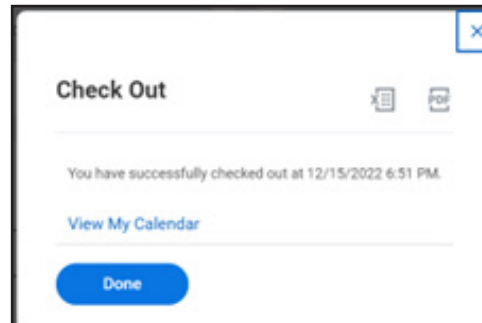
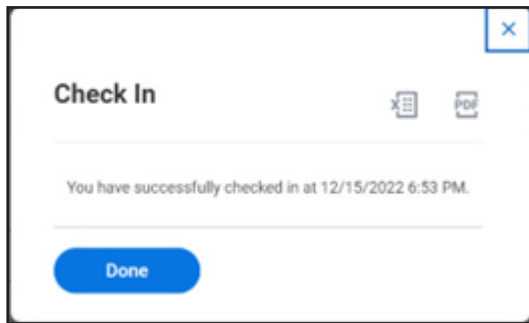


The screenshot shows a 'Check Out' dialog box. It prompts the user to 'Please select a reason for checking out. You will be checked out once you click OK.' Below this, there are fields for 'Worker', 'Date' (12/15/2022), and 'Time' (06:47 PM). The 'Time Zone' is set to 'GMT-08:00 Pacific Time (Los Angeles)'. Under the 'Reason' section, there are two radio buttons: 'Meal' and 'Out', both of which are highlighted in yellow. Below the reasons is a 'Details' section with a 'Comment' field. At the bottom, there are 'OK' and 'Cancel' buttons.

# Workday Is Live

## Employee Time Entry Guide for Workday

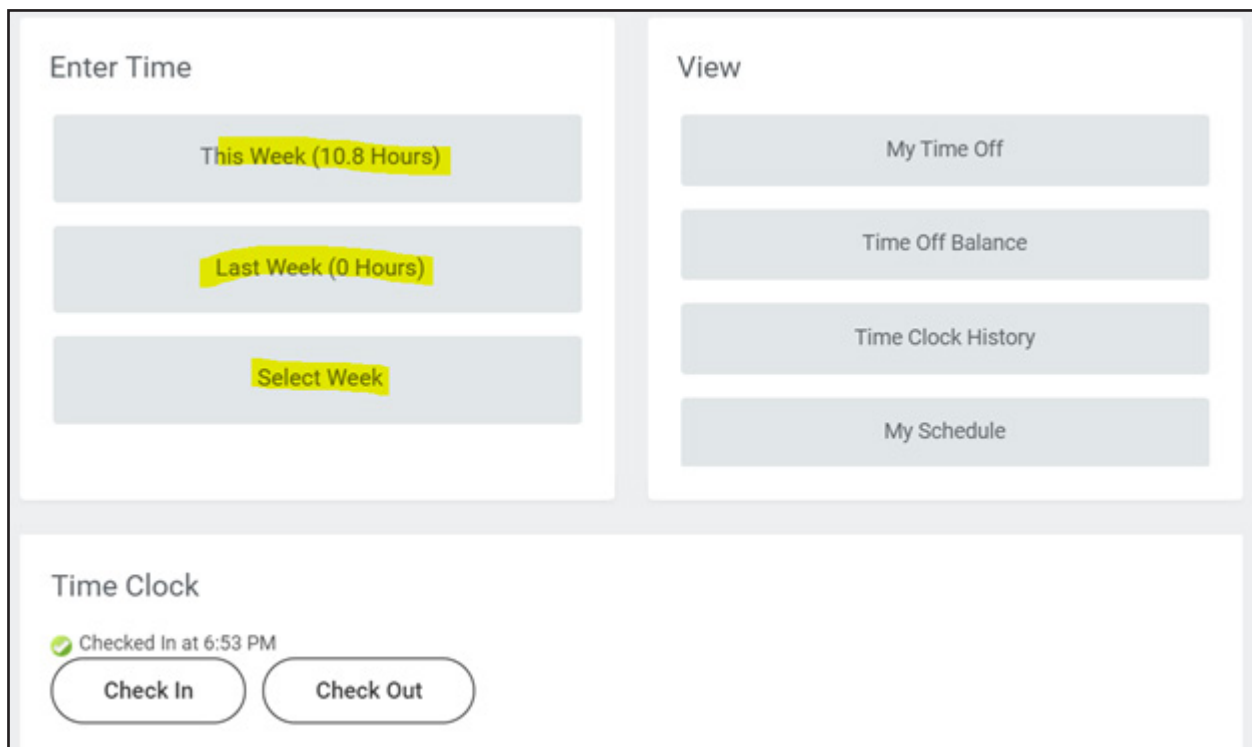
7. Upon successful check in or out, you will see the following message. Select "Done."



## Employee Time Entry Guide for Workday

### How to View Your Time Card:

1. From the Time Clock screen, select the week you wish to view: "This Week," "Last Week," or "Select Week."



The screenshot displays the Workday Time Clock interface. It is divided into three main sections:

- Enter Time:** This section contains three buttons for selecting a week to view:
  - This Week (10.8 Hours)**: The selected option, highlighted in yellow.
  - Last Week (0 Hours)**: Highlighted in yellow.
  - Select Week**: Highlighted in yellow.
- View:** This section contains four buttons for viewing different data:
  - My Time Off**
  - Time Off Balance**
  - Time Clock History**
  - My Schedule**
- Time Clock:** This section shows the current status:
  - A green checkmark icon followed by the text "Checked In at 6:53 PM".
  - Two buttons: **Check In** and **Check Out**.

# Workday Is Live

## Employee Time Entry Guide for Workday

2. This will take you to your time card for the week to review.

The screenshot shows the 'Enter Time' interface in Workday. At the top, it says 'Enter Time' and 'Dec 17 - 23, 2022'. Below this is a calendar grid with columns for each day from Saturday, Dec 17 to Friday, Dec 23. The grid shows time slots from 7:00 AM to 6:00 PM. For each day, there are buttons for 'Regular', 'Holiday', and 'Paid Time Off'. The 'Regular' buttons show the time range and the number of hours. A 'Review' button is located in the bottom right corner of the grid.

*\*If you do not see the review button in the bottom right corner, that means there is an issue and you need to reach out to your manager for correction.*

3. When your time card is accurate, please select "Review" and it will take you the screen to submit. Here you have a chance for one final review before clicking "Submit."

The screenshot shows the 'Submit Time' interface. It has a title 'Submit Time' and a sub-header 'Following the Submit button, you ensure that all hours reported are final and complete and that all reported time complies with our policies.' Below this, it says 'December 17 - 30, 2022: 32 hours'. On the right, there is a 'Total for December 17 - 30, 2022' section with a table of time entries:

Category	Hours
Regular Hours	40
Overtime Hours	4
Vacation Hours	0
Sick Hours	0
Paid Time Off Hours	0
Holiday Hours	0

At the bottom left, there is a 'Submit' button and a 'Cancel' button. There is also a text input field with a placeholder 'Enter your comment'.

# Workday Is Live

## Employee Time Entry Guide for Workday

4. You will receive confirmation once you have submitted your time card. If you click the Bridge Investment Group logo in the top left corner, it will return you to the home page.

