

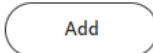
Workday

Clocking In & Out

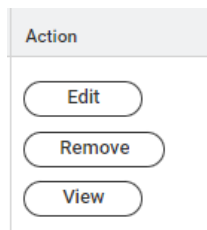
- Navigate to the home page in Workday.
- Click the “Menu” button in the top left and select “Time”.
- To check in:
 - Click “Check In” under the time clock section.
 - Click the blue “Ok” button.
- To check out:
 - Click “Check Out” under the time clock section.
 - When checking out, you MUST select a reason.
 - Break for a 15 min paid break
 - Meal for lunches
 - Out if leaving for the day
 - Click the blue “Ok” button.

How to Update Direct Deposits & Pay Elections

- Navigate to the home page in Workday.
- Click the “Menu” button in the top left and select “Pay”.
- Click “Payment Elections” under the Actions section.
- To ADD a payment election, select “Add” under the accounts section.



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- To change or remove a CURRENT payment election, select “Edit” or “Remove” located in the “Action” section of the current election.



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- Once done making any changes, make sure to hit the blue “Ok” button on the bottom of the screen.

How to View & Print Payslips

- Navigate to the home page in Workday.
- Click the “Menu” button in the top left and select “Pay”.
- Under the “Payslips” section, select whichever payslip you want to look at.
- To move between two payslips, use the buttons at the top to go to the most recent payslip or previous ones.



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- To print a payslip, click “Print Payslip Image” at the top of the screen.
 - To print multiple, click the “Print Multiple Payslips” button at the top of the screen, and enter a date range to pull up any payslips in that range.

Payment From Date

Payment To Date

- Click “Ok”, and then the once the payslips populate, click “Ok” again at the bottom of the screen.

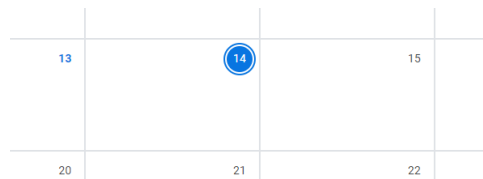
Payslips 4 items | 4 selected

<input type="checkbox"/>	Company	Period Start Date	Period End Date	Payment Date
<input checked="" type="checkbox"/>	CBE Companies, Inc.	04/01/2024	04/15/2024	04/30/2024
<input checked="" type="checkbox"/>	CBE Companies, Inc.	04/01/2024	04/15/2024	04/23/2024
<input checked="" type="checkbox"/>	CBE Companies, Inc.	03/16/2024	03/31/2024	04/15/2024
<input checked="" type="checkbox"/>	CBE Companies, Inc.	03/16/2024	03/31/2024	04/15/2024

Count of Payslips Selected to Print 4

How to Submit a PTO Request

- Navigate to the home page in Workday.
- Click the “Menu” button in the top left and select “Absence”.
- Under the Request section, select “Request Absence”.
- Select the day (or dates) you are requesting the PTO for, and then hit the blue “Request Absence” button at the bottom left of the screen.



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- For the “Type” select PTO.
- Check the dates, type of time off, and the amount of PTO you plan on using. If you do NOT want to use a full amount, hit “Edit Quantity Per Day” and adjust the number of hours.

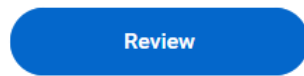
Request 1 item

*From	*To	*Type	Quantity per Day	Total	<input type="button" value="Edit Quantity per Day"/>
05/14/2024	05/14/2024	× PTO ...	8 hours	8 hours	<input type="button" value="Edit Quantity per Day"/>

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- Select the blue “Submit” button on the bottom of the screen, and the PTO request is then sent to be approved by your supervisor.

How to Review Timesheets

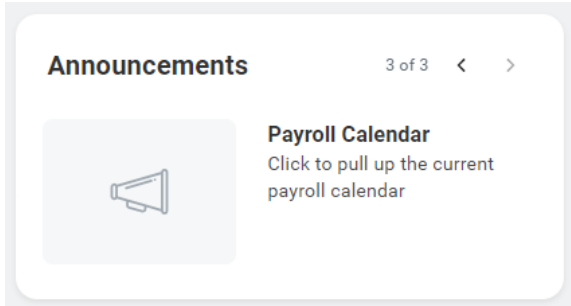
- Navigate to the home page in Workday.
- Click the “Menu” button in the top left and select “Time”.
- Under the Enter Time Menu, select “This Week”.
- This will then show you any clock-in and clock-out events you have had for that week. It will also tell you how many hours you worked that day.
- When it is time to review your timecard, check that all of your hours look correct, and hit the blue “Review” button on the bottom right.



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- You can then select the “Submit” button on the bottom right of the screen, and it will then go to your supervisor for review.

Payroll Calendar

- The payroll calendar is located within Workday. Navigate to the homepage, and it is listed as the 3rd announcement on the right side of the screen.



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