




OBJECTIVE

Use the steps below to enter time with the Additional Worktag **Location: Remote Work** using the Check In/Check Out process in Workday.



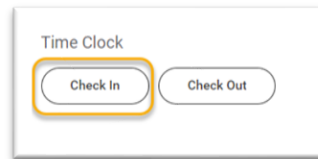
Note: Workday utilizes the correct Fair Labor Standard Act (FLSA) status associated with your job/position. Non-Exempt employees are guaranteed an hourly wage and overtime pay under the Fair Labor Standard Act. The City transitioned to Workday and refers to your job/position's FLSA status as "Non-Exempt" instead of "Hourly".

ENTERING TIME WORKED

1. Click the **Time** application icon  located in the **View All Apps**  section of your homepage or thru the **Global Navigation Menu** icon  located in the upper left corner of your homepage.

Result: The **Time** screen opens.

2. Scroll to the **Time Clock** section.
3. Click the **Check In** button.



Result: The **Check In** screen appears.

4. Select the appropriate **Time Type** if other than **Regular** time, which is the auto-populated default.
5. Review the **Details** section.
The **Details** section is not required, however, to indicate remote work you must select **Location: Remote Work** in the **Additional Worktags** field.



Note: If you are on a special project and need to provide the billable tracking information, complete the information in this section such as **Cost Center, Grants, Fund, Activity, etc.** Visit the [Workday TeamBaltimore SharePoint site](#)

[Time Tracking section](#) for detailed instructions on how to enter time while working on grants and/or projects.

Scroll to the bottom of this Details section to locate the **Additional Worktags** field where you will enter your work location as **Remote**.

6. Additional Worktags: Type Remote in the field to select it. Or from the menu list, go to Location, and then All Locations to select the Remote Work location (**Location: 0000 REMOTE WORK**) which appears at the top of the list.

Check In [X]

Time * 09:53 AM

Time Zone GMT-05:00 Eastern Time (New York)

Time Type * Regular [Menu]

Details

← All Locations

- Location: 0000 REMOTE WORK
- Location: 00042
- Location: 00160
- Location: 00321
- Location: 00407
- Location: 00416
- Location: 00605
- Location: 00606
- Location: 00786
- Location: 1000 McComas St
- Location: 1000 N Montford Ave
- Location: 1000 Walker Ave

Additional Worktags Search [Menu]

Comment [Text Area]

OK **Cancel**

Select the **REMOTE WORK** location

7. Click the **OK** button to complete recording your time.
Result: You added a check in time.



Click **Cancel** if you do not want to record your time entry.