JWA Workday Training

Checking In / Out on Kiosk or Desktop

JWA Workday – Check In / Check Out

This Training Module Covers:

- Checking In on Kiosk / Desktop

- Checking Out on Kiosk / Desktop
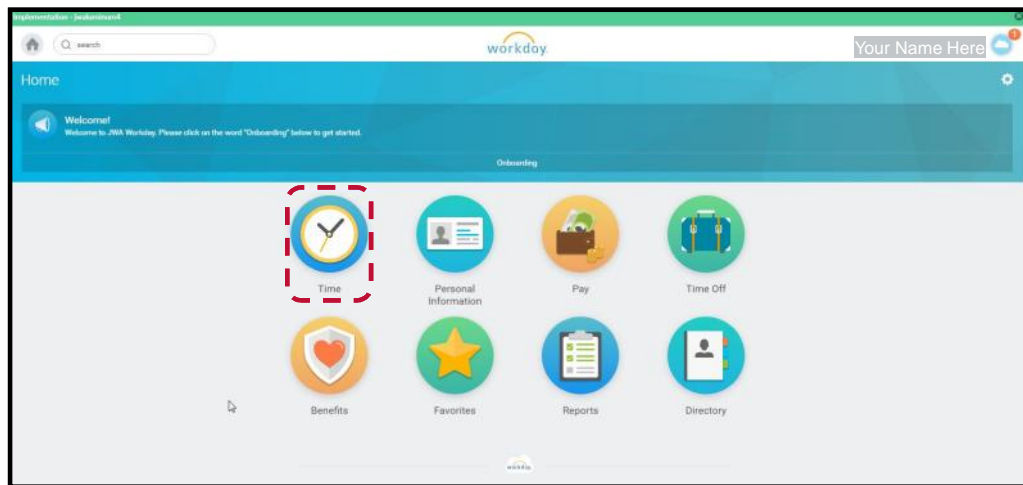
This slide list the subjects covered in this module.

Checking In – Step 1 for Kiosk Only

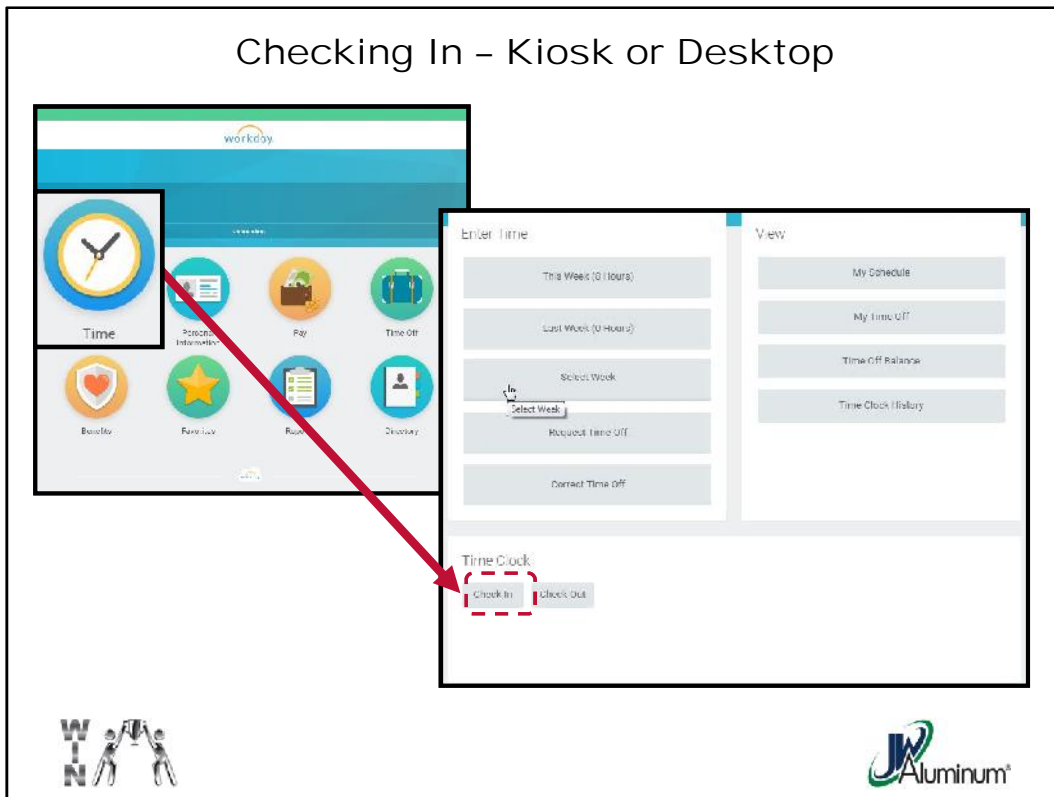If you are using a JWA Kiosk, at the main screen, select "**Workday**" then log on.

Checking In – Kiosk or Desktop

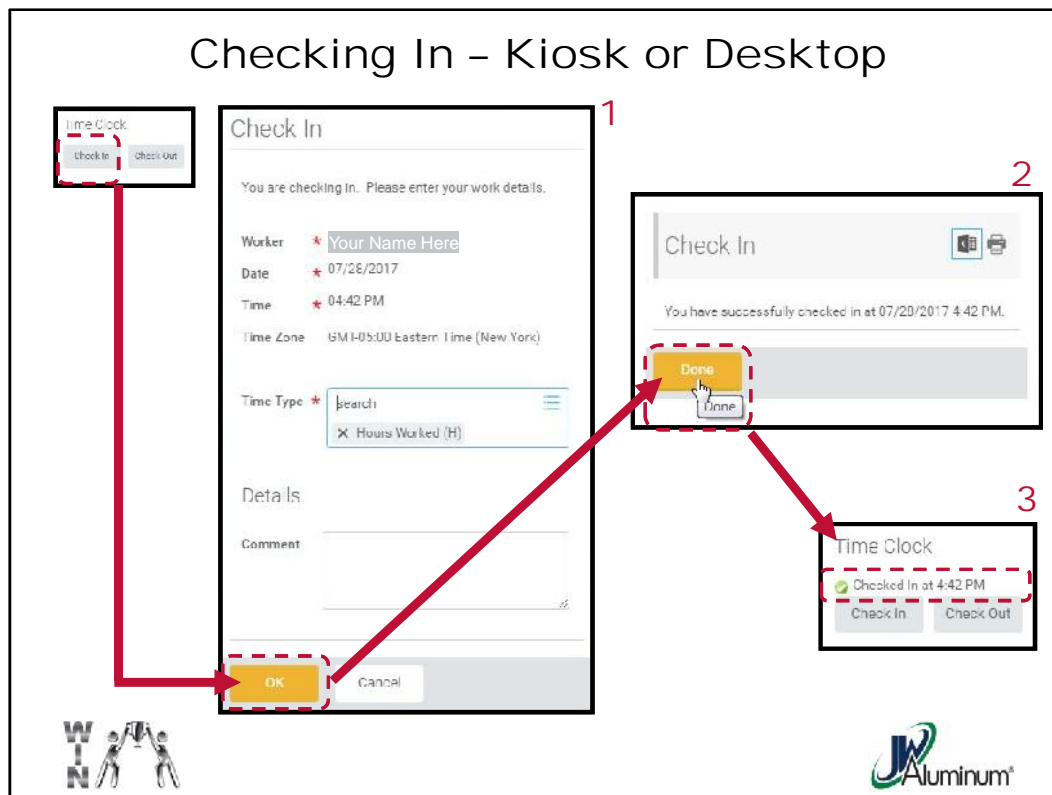After Logging In, on the **Home Page**, select the "**Time**" Worklet.

Checking In – Kiosk or Desktop

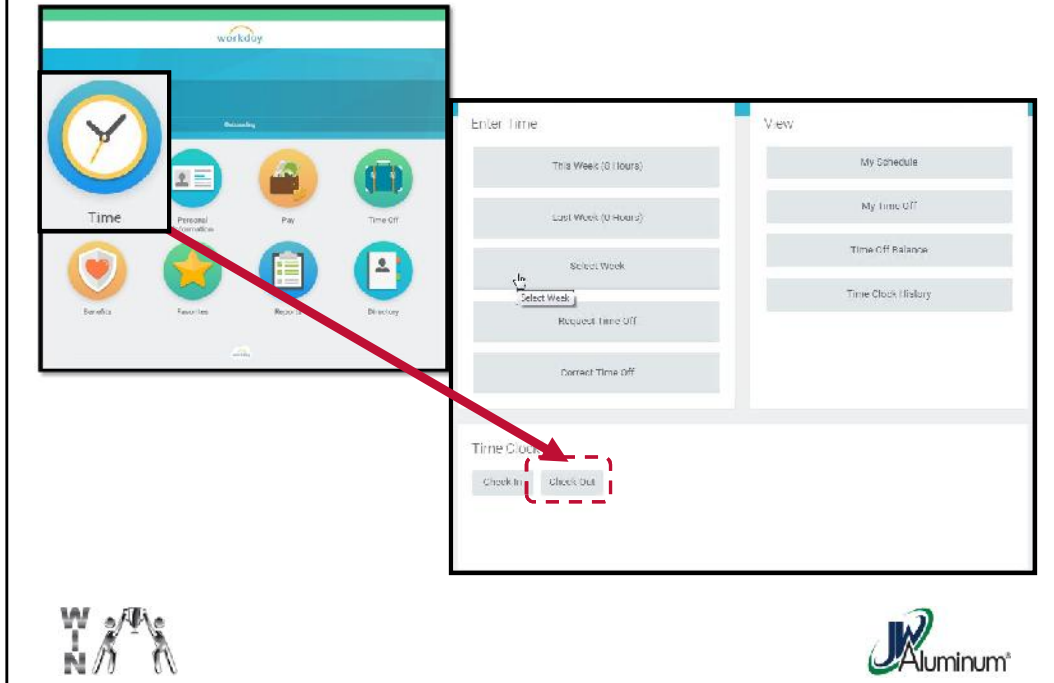When the "**Time**" dropdown menu appears, under "**Time Clock**" located near the bottom, press "**Check In**."

Pressing "**Check In**" will prompt several steps:

1. The first window (indicated by the Red "1" contains the information for how your hours are registered. Everything is set up by default so all you have to for is press "**OK.**"

2. The next window will appear (indicated by a Red "2"). If your checking in was successful, the screen will indicate "You have successfully checked in at *date, time*). If so, press "**Done**."

3. A third screen will appear (indicated by the Red 3) displaying confirmation that you are checked in.
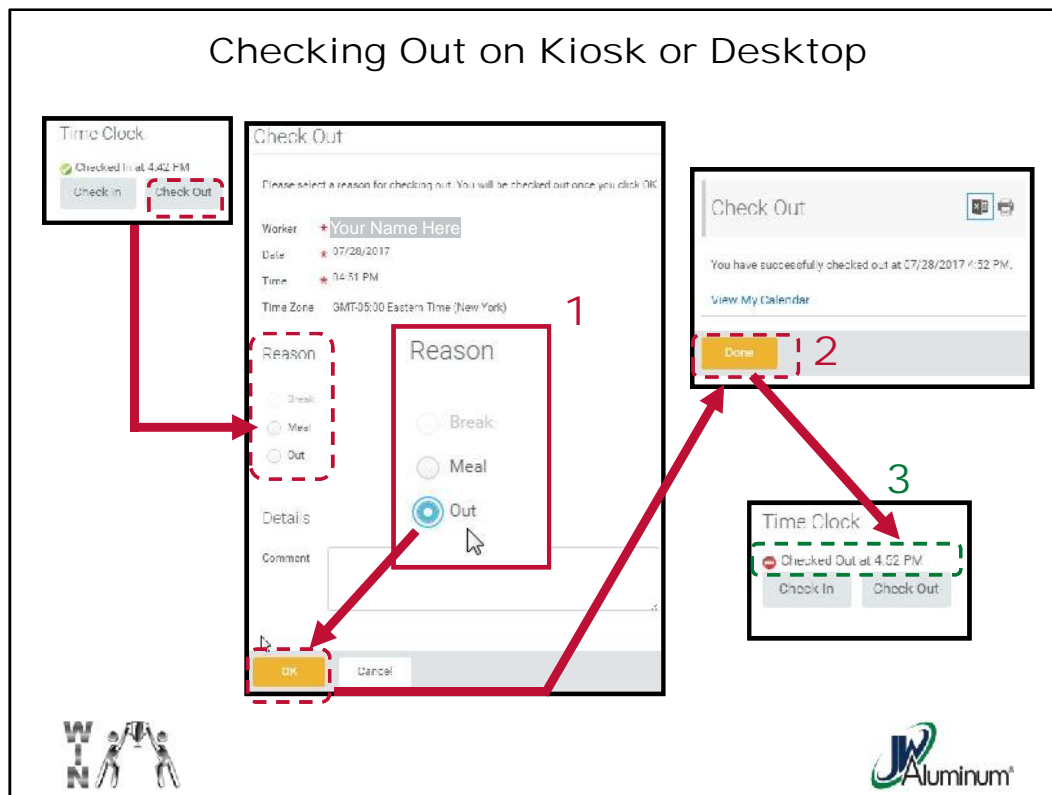
Checking Out on Kiosk or Desktop

Similar to Checking In, press the "**Time**" Worklet at the **Home Page**. When the "**Time**" dropdown menu appears, under "**Time Clock**" located near the bottom, press "**Check Out**."

Checking Out on Kiosk or Desktop

Pressing "**Check Out**" will prompt several steps:

1. The first window (indicated by the Red "1" contains the current information and a prompting for you to chose the "**Reason**" for Checking Out. There are only 2 options currently available, "*Meal*" and "*Out*." In this example you are leaving for the day, so the "**Out**" option is chosen. After choosing you option, press "**OK**."

2. The next window will appear (indicated by a Red "2"). If your checking out was successful, the screen will indicate "You have successfully checked out at *date, time*). If so, press "**Done**."

3. A third screen will appear (indicated by the Red 3) displaying confirmation that you are checked out.

Closing the Session on the Kiosk
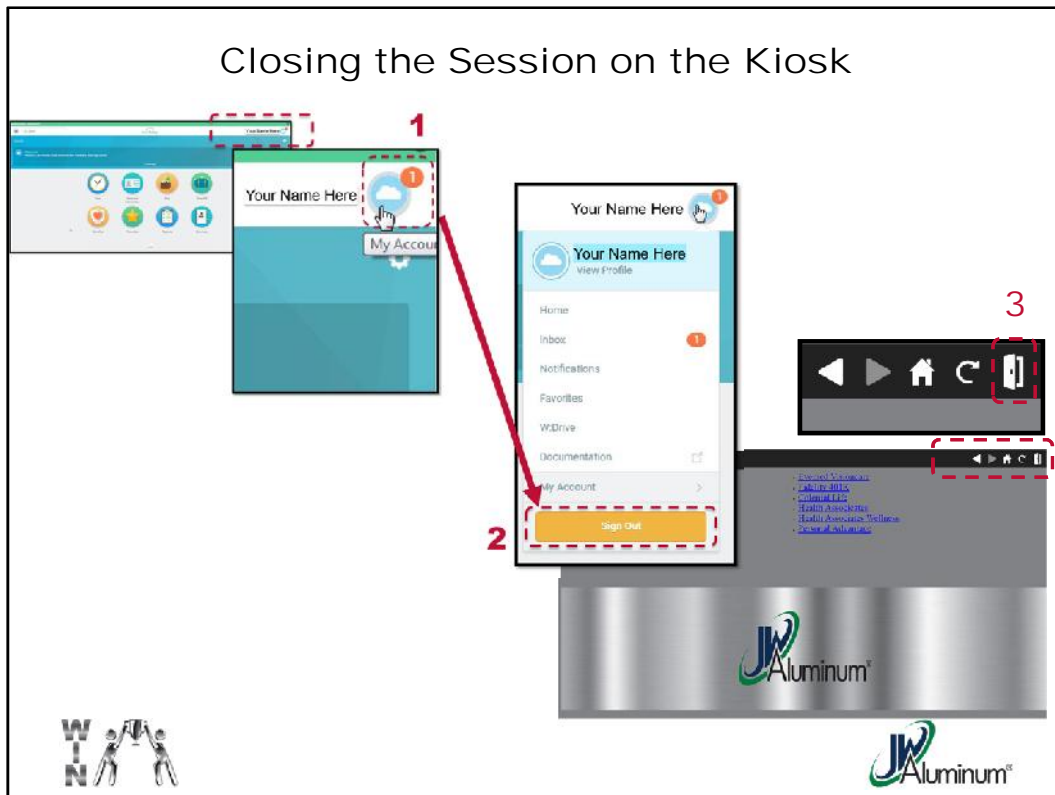
If you use the JWA Workday Kiosk to Check In or Check Out, for your own security, before you walk away Sign Out of Work Day and Close the Door to the Kiosk Session as follows:

1. On the Workday page (any page) select the "**My Account**" Profile Cloud.

2. On the "**My Account**" Dropdown Box select "**Sign Out**."

3. On the Kiosk Launch Page, press the **Door** in the Upper Right portion of the screen to close the session.