



JWA Workday Training

Checking In / Out on the Mobile App

JWA Workday – Check In / Check Out

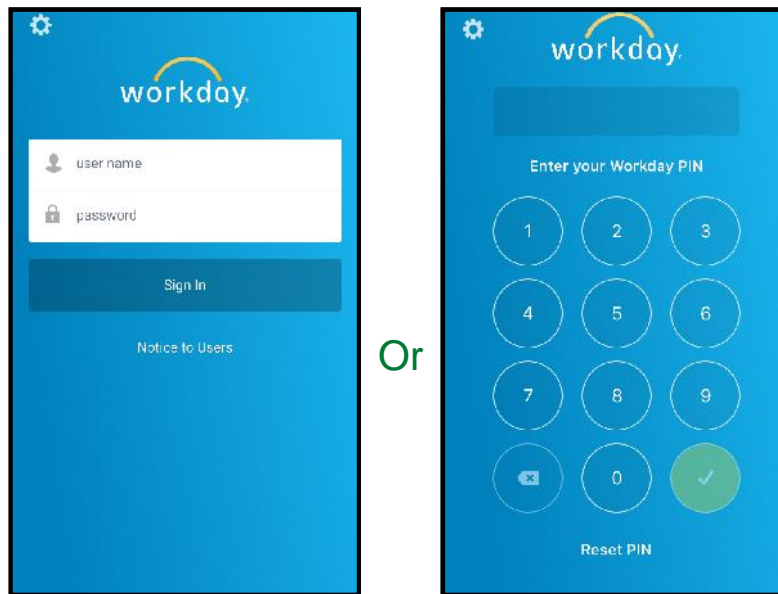
This Training Module Covers:

- Checking In on Mobile App
- Checking Out on Mobile App



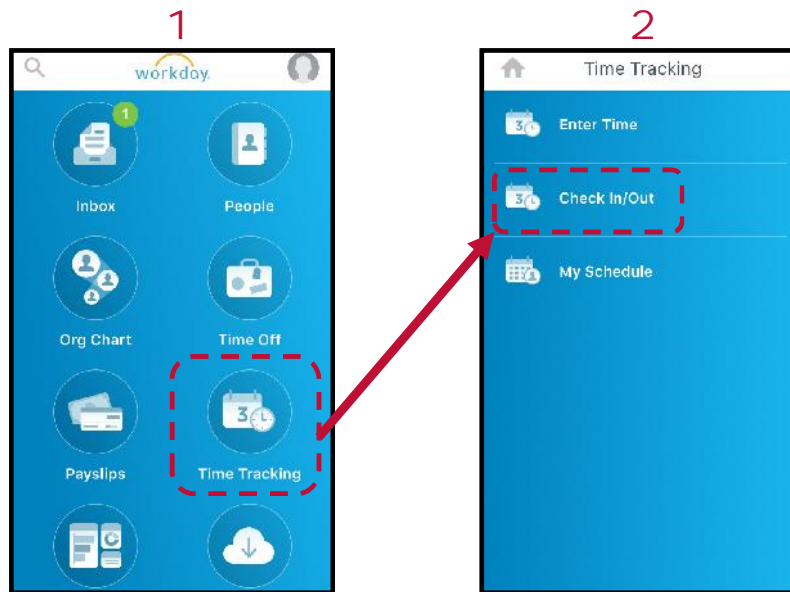
This slide list the subjects covered in this module.

Log On via Mobile App



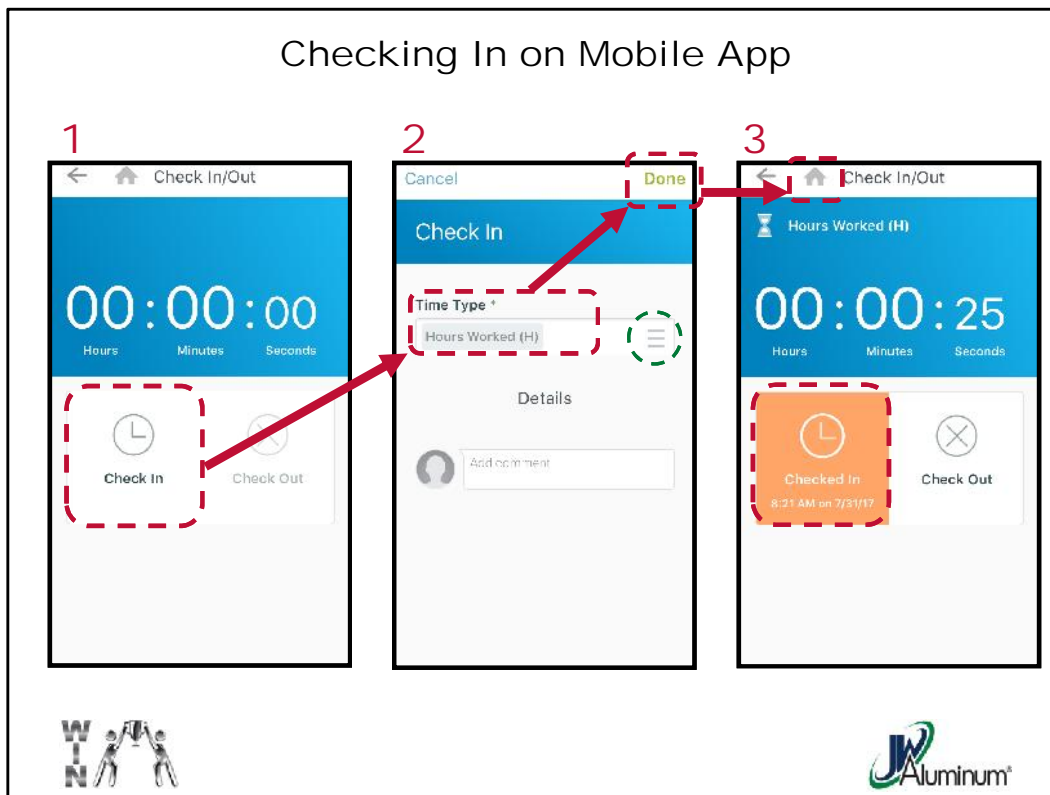
Use the same Username and Password as the Kiosk or Computer, or if you have a pin number set up for the mobile app, use the pin to log in.

Checking IN on Mobile App



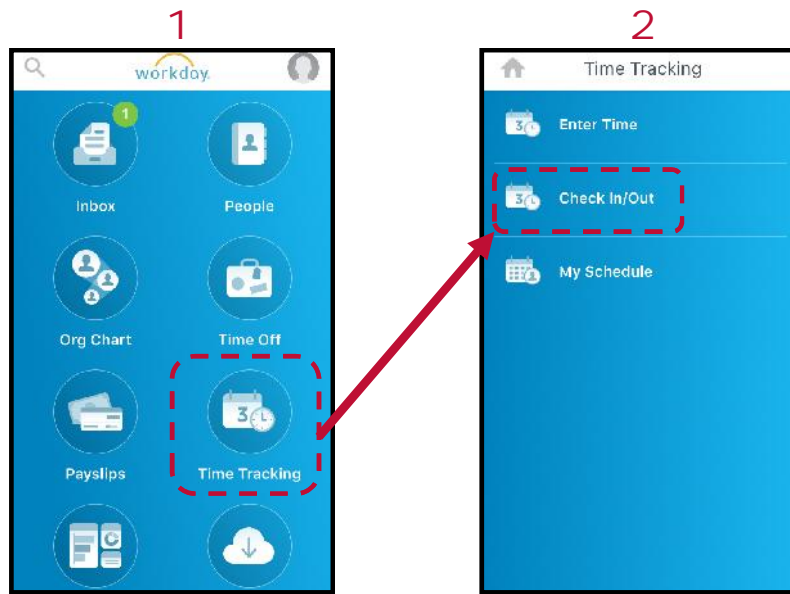
At your Mobile **Home** Screen:

1. Select the “**Time Tracking**” Worklet.
2. When the “**Time Tracking**” Screen Appears, select “**Check In/Out.**” *Note, this same sequence is used for both Checking In and Checking Out.*



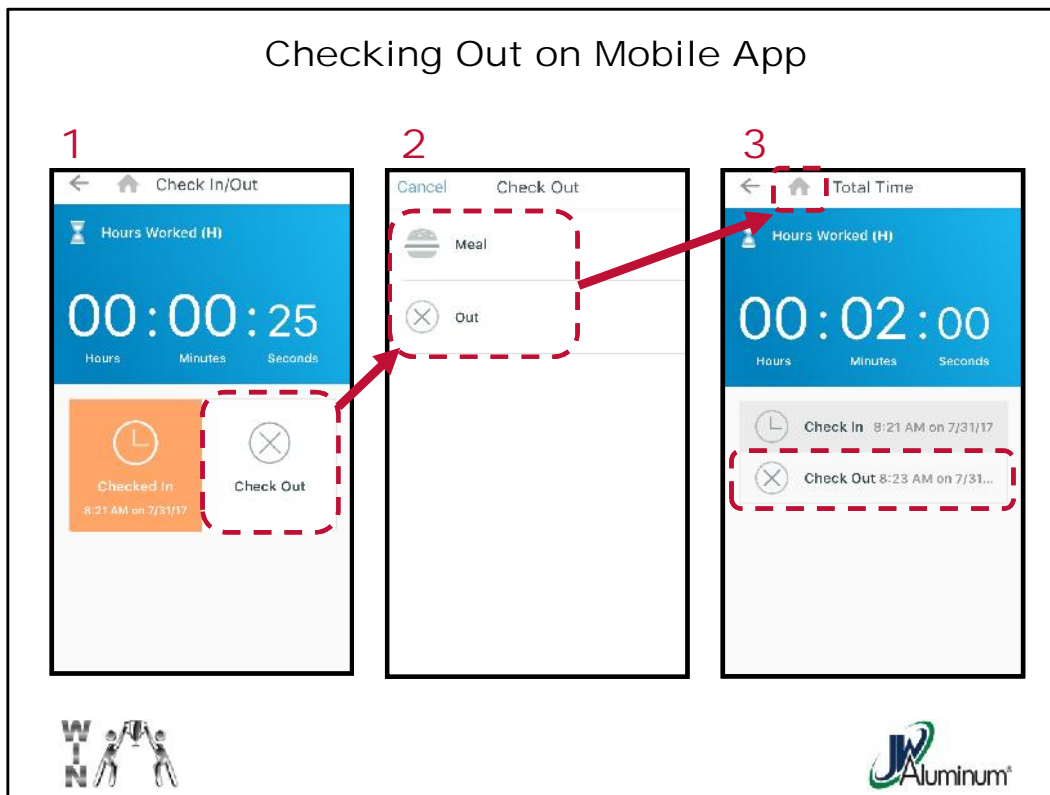
1. At the “**Check In/Out**” Screen (Indicated by the Red 1) Select “**Check In.**”
2. This will prompt the “**Check In**” screen (indicated by the Red 2). At this screen the “**Time Type**” should already be “**Hours Worked (H).**” If not, chose this option from the Dropdown Menu (Circled in Green). Once the “**Time Type**” is confirmed, press “**Done.**”
3. The “**Check In/Out**” screen (indicated by the Red 3) reappears indicating **your have successfully checked in.** At this point **press the Home button** (at the top, shaped like a house) to return to the Home Screen.

Checking OUT on Mobile App



At your Mobile **Home** Screen:

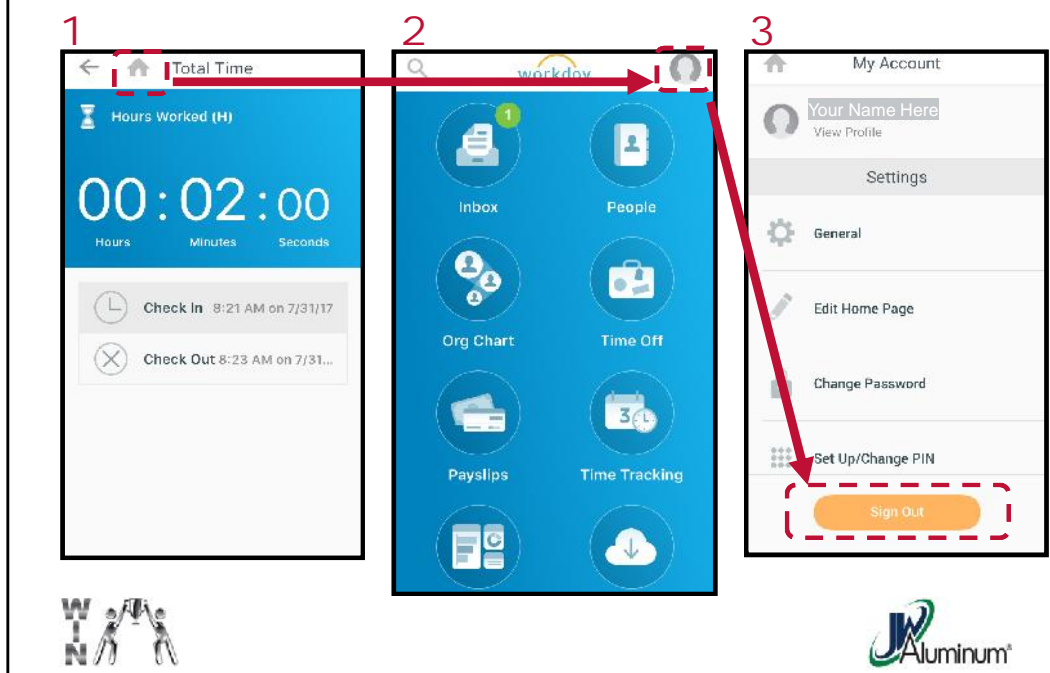
1. Select the “**Time Tracking**” Worklet.
2. When the “**Time Tracking**” Screen Appears, select “**Check In/Out.**” *Note, this same sequence is used for both Checking In and Checking Out.*



Similar to Checking In, select the **“Time Tracking”** Worklet, and at the **“Time Tracking Screen”** Select **“Check In/Out.”**

1. At the **“Check In/Out”** Screen (Indicated by the Red 1) Select **“Check Out.”**
2. This will prompt the **“Check Out”** screen (indicated by the Red 2). At the **“Check Out”** screen select the type of Check Out, either for a meal or leaving for the day. In this example, leaving for the day is chosen.
3. Once selected the **“Check In/Out”** screen (indicated by the Red 3) reappears indicating your have successfully checked out. At this point **press the Home button** (at the top, shaped like a house) to return to the Home Screen.

Logging Out on Mobile App



Whether you have finished Check In or Checking Out, always Log Out of your mobile device.

1. Select the **Home Icon** (Shaped like a house).
2. At the Home Screen Select **your image** (or generic face if you do not have a custom photo).
3. At the “**My Account**” menu select “**Sign Out.**”