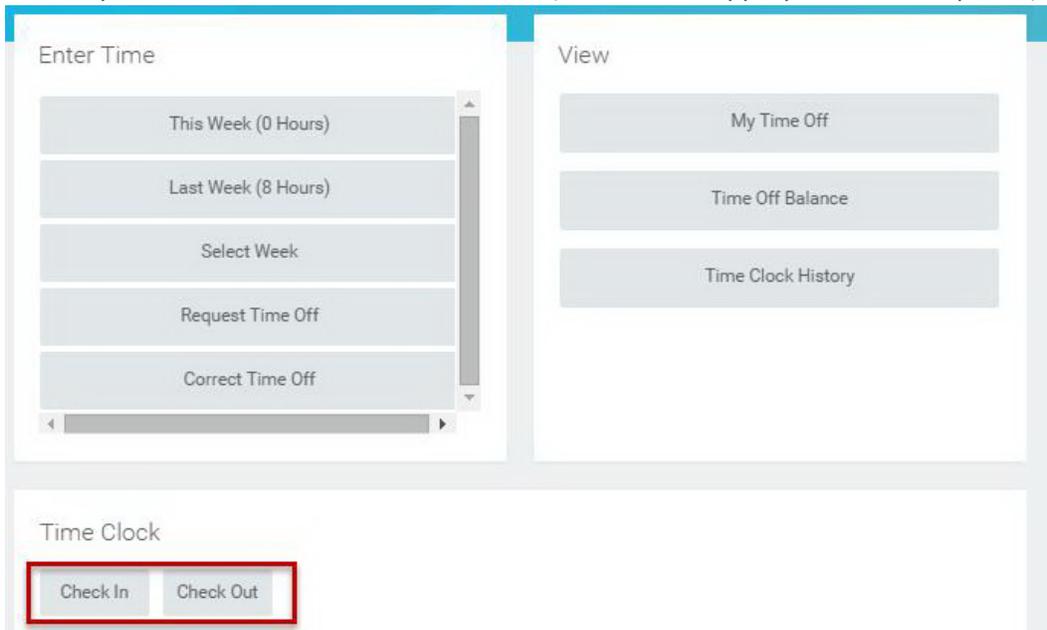


Instructions for Clocking In and Out on Workday Time Worklet

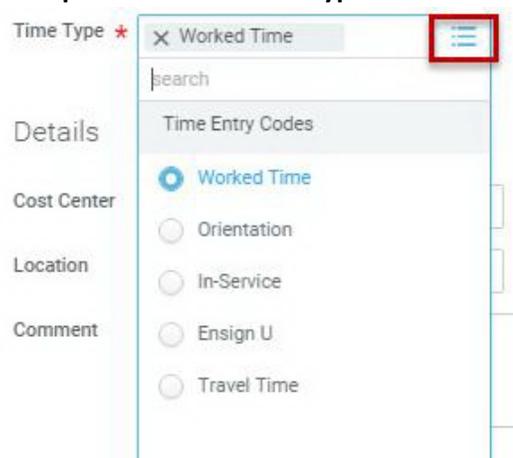
NOTE: Instructions only apply to those who have access to timestamp area in Workday. All other employees will have to clock in and out through a physical time clock. Some examples of employees with access: salaried employees (who are tracking hours only), all therapy employees, and hourly Service Center employees.

1. Log into workday through www.WorkdayatEnsign.com.
 - a. Username = EE ID
 - b. Temporary password = first 3 letters of last name in CAPS + full year of birth + !
Example: SMI1980!
2. Click on **Time** Worklet.
3. Select option to either **Check In** or **Check Out** (whichever is appropriate for that punch).



4. If Checking In...

- a. You can change the type of work from normal, Worked Time to another selection, by clicking on the **Prompt** icon next to **Time Type**.



- i. If you are trying to log **Travel Time**, first CHECK OUT, THEN CHECK IN and select Travel Time before you leave your first location, and then CHECK OUT at second location before checking IN.

- b. You can change the Cost Center (what department/position the hours will be charged to at a location) by clicking on the **Prompt** icon next to **Cost Center**.

NOTE: The easiest way to find a Cost Center is to type at least three letters of the description and press Enter, or enter the code if you know it (pressing Enter afterwards).

The image shows two screenshots of the 'Check In' form. The left screenshot shows the 'Cost Center' field with 'nurs' entered and a dropdown menu open showing 'Categories' and 'Cost Centers by Hierarchy'. The right screenshot shows the dropdown menu with 9 results, including '300201 UC - Nurse Practitioner', '611001 SNF - Director of Nursing', '611016 SNF - Nursing Asst', '611017 SNF - Nursing Other', 'A11001 ALF - Director of Nursing', and 'A11016 ALF - Nursing Asst'.

- c. To override the location when working at a SISTER location (NOT the location where you were originally hired to work), click on the **Prompt** icon next to **Location**.

NOTE: The fastest way to find the location is type at least three letters of the name and press Enter to see options. If enough letters are provided to narrow down to one result, it will automatically populate.

The image shows two screenshots of the 'Check In' form. The left screenshot shows the 'Location' field with 'palo v' entered and a dropdown menu open showing 'Active Business Sites' with options like 'A Gentle Touch Home Care', 'ALH Enterprise-External', 'Alta Vista Rehab and HC', 'Angeles Home Health Care', 'Apismellis HH-Big River', and 'Apismellis HH-Bullhead City'. The right screenshot shows the 'Location' field with 'Palomar Vista Healthcare Ctr' selected.

- d. If needed or desired, a **Comment** can be entered. Keep in mind that this comment REMAINS in the history and can be seen by managers, HR and Payroll.

Details

Cost Center

Location

Comment

- e. Once finished, click on **OK** at the bottom.

- f. You will see a confirmation popup appear. Click **Done**.

Check In ✕ 📄 🖨

You have successfully checked in at 03/09/2016 7:47 PM.

5. If Checking Out...

- a. Select **Check Out** in Time Worklet.
NOTE: If you successfully checked in at the beginning of your shift (or once you returned from a meal break), you should see a green checkmark and the time you checked in at.

Time Clock

✔ Checked In at 7:47 PM

- b. Click **Done**. If needed, a **Comment** can be entered first. Keep in mind that this comment REMAINS in the history and can be seen by managers, HR and Payroll.

Check Out

Please click OK to check out. You will be checked out once you click OK.

Worker [REDACTED]
Date * 03/09/2016
Time * 08:30 PM
Time Zone Pacific Time (San Francisco)

Reason

- Break
 Meal
 Out

Details

Comment

- c. You will now get a confirmation prompt. Click on **Done**.

Check Out

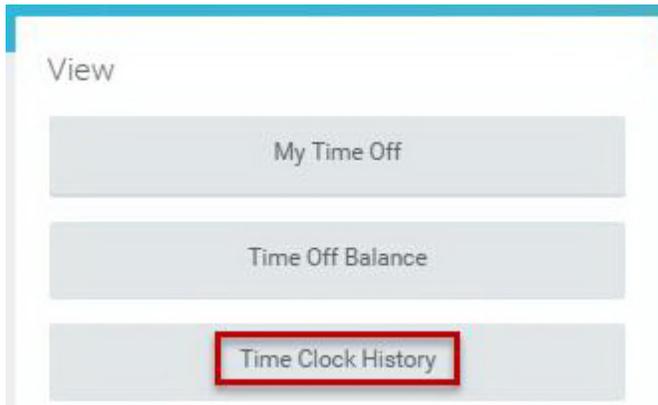
You have successfully checked out at 03/09/2016 8:33 PM.

[View My Calendar](#)

6. To review punches

- a. In the Time Worklet, select **Time Clock History**, under **View**.

NOTE: If you just punched out in the last 15 minutes, then your latest times may not show up yet.



b. Click on the **magnifying glass** under **Time Block** to see more details.

Date	Time	Time Zone	Time Block
03/09/2016	08:33 PM	Pacific Time (San Francisco)	

c. Details will show below. Click outside of the pop-up box to remove display.

View Time Block **.766667 Hours on 03/09/2016** ⋮

Worker [REDACTED]
 Date 03/09/2016
 Status Not Submitted

Reported | Calculated | History

Reported Quantity .766667 Hours
 Time Entry Code [Worked Time](#)
 In 03/09/2016 07:47 PM Pacific Time (San Francisco)
 Clock Event [REDACTED] - [7:47 PM - In](#)
 Check-in Comment Palomar Vista asked me to cover for Michael Jackson
 Out 03/09/2016 08:33 PM Pacific Time (San Francisco)
 Clock Event [REDACTED] - [8:33 PM - Out](#)
 Out Reason Out
 Source Time Clock Events
 Comment (empty)
 Cost Center [611016 SNF - Nursing Asst](#)
 Location [Palomar Vista Healthcare Ctr](#)