Contents...

What is Workday? →
Accessing Workday Online →
Downloading the App →
Time Tracking Online →
Time Tracking with the App →
Keeping track of Your Hours →
Setting up Direct Deposit →
FAQ →
Take the Quiz →
What is Workday?
Workday is an online application we use to keep track of the hours you work.
For every shift you work, you’ll use Workday to check in when you arrive and to check out when you leave.
Every week, your supervisor will review your entries. If you have recorded them accurately, your supervisor will approve them.
Pay Periods cover a period of two weeks — from Saturday to the Friday of the next week.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>One Pay Period</th>
<th>Week 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>SU</td>
<td>SA</td>
</tr>
<tr>
<td>MO</td>
<td>TU</td>
<td>SU</td>
</tr>
<tr>
<td>WE</td>
<td>TH</td>
<td>MO</td>
</tr>
<tr>
<td>FR</td>
<td>SA</td>
<td>TU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FR</td>
</tr>
</tbody>
</table>
Every other Friday, you will be paid for the amount of hours that your supervisor has approved from the last pay period.
Accessing Workday Online
Workday can be accessed online at any time at workday.wfu.edu

You may want to bookmark the Workday URL, since you will be visiting the site often to log your hours!
At the Workday homepage, click **Sign in to Workday**
You’ll be asked to sign in to your WFU Google account.
If you have **more than one** Google account, just make sure you select the correct one.
Downloading the App
You can also use the **Workday App** to perform some functions, like checking in & out.
To download the Workday mobile app, follow these steps:
Visit your device’s primary app store and search for Workday.
When it asks for your company ID, enter “wfu”.
When asked to sign in, use your WFU email address and password.
For security, create a 4 to 8 digit PIN to use when you log in.
Congrats!
You’ve downloaded the Workday App!
Time Tracking Online
To check in and out using Workday on your computer, follow these steps:
From your list of applications, click on the one labeled **Time**.
Near the bottom of the next screen, look for the **Check In** and **Check Out** buttons.
Just in case it’s not obvious...

You should **Check In** when you arrive for a shift, and **Check Out** when you leave.
Time Tracking with the App
To check in and out using the **Workday mobile app**, follow these steps:
In the list of icons, look for the one labeled Time Tracking.
(You may need to view all the icons together by clicking View Apps.)
On this screen, click Check In/Out.
At the bottom of this screen, press the Check In button.
That will start the timer which tracks the duration of your shift.
When your shift is done, return to the same screen to Check Out, which will end the timer.
Keeping Track of Your Hours.
As an employee of the university, it’s your responsibility to record all of your shifts accurately.
If you realize that you’ve entered your time incorrectly, you need to tell your supervisor as soon as possible.
If you record your hours incorrectly, your payment for those hours may be delayed until after your timesheet can be fixed and approved.
As a student worker, you can expect to work at least 5 hours per week if you want to.
However, you should never work for more than **30** hours per week.
To keep track of your hours in Workday, both to spot mistakes and determine total hours, follow these steps:
To complete these steps, you must use Workday online with your computer.
From your list of applications, click on the one labeled **Time**.
In the box labeled **Enter Time**, look at **This Week** and **Last Week**.
You can view your entries and check for mistakes here.
Your total number of hours entered for that week is in the top right.
Setting up Direct Deposit
By default, you will be paid with a **printed paycheck**, mailed to your **permanent address** by University Financial Services.
If you would like to have your paycheck deposited directly into your bank account instead, follow these steps:
To set up your Direct Deposits, you must use Workday online with your computer.
From your list of applications, click on the one labeled Pay.
Your Direct Deposit information can be found under **Payment Elections**.
If you have not added a bank account already, click the button labeled **Add**.
Add the necessary **bank account information** here.
You will need to know your bank account’s **Routing Number** and **Account Number**.
If you don’t know these already, you can find that information on the checks connected to your bank account.
If you don’t have any checks, look at your bank’s online banking website. Many banks have the information there as well.
Frequently Asked Questions
I’m work-study. What happens after I reach the limit of my award?

“Your job won’t end when your award runs out! We will switch you from being a work-study employee to being a part-time employee. Your job code will change, but everything else will continue just like normal.”
Do I have to check out for breaks?

"If you work 4 or more hours in a row, you are entitled to a 15-minute paid break. You can take short bathroom breaks as needed. Please ask your supervisor for more details."
Why do I have multiple job codes?

Each job you have on campus has its own job code. If you have multiple campus jobs, please make sure you enter each shift under the proper code. Ask your supervisor for the correct job code for their department.
Can I work up to 30 hours in each of my campus jobs?

No. All campus jobs through WFU go towards the same 30-hour per week limit. As a student worker, you may only work up to 30 hours per week across all of your jobs on campus combined.
You can learn more about Workday with the Training & Support application.
Want to test your Workday knowledge?

Take the Quiz →