WORKDAY QUICK GUIDE

TRANSFER AND PUNCH IN USING THE TIME CLOCK 1. Press In + Transfer on the touch screen, Or Press Break St on the keypad. Or In + Transfer Enter Your Number 2. Swipe your Husky Card, Or Enter your Employee ID, and press Enter on the keypad. 3. **If you hold one position**, skip this step and go PN-0018104 STUDENT ASSISTANT, Genome to step 4. PN-0018110 STUDENT ASSISTANT, HFS HR: If you have multiple positions, choose the position for which you are clocking in. Press Select, and go to the next step. Choose HFS Cost Center 4. Follow the prompts to select the **appropriate** costing for override. 100703 HFS Finance CC100703 You can use either the touch screen or the 100704 HFS Husky Card Account CC100704 100708 HFS Central Administration Office Ten 100709 HFS Human Resources CC100709 keypad. 100710 HFS Information Technology CC1007 100711 HFS Student Services CC100711 100712 HFS Housing Outreach and Marketing Press Select. 100715 HFS Dining Administration CC100715 100723 HFS Conibear Shellhouse CC100723 Select 100725 HFS Coffee Roasting Operations CC