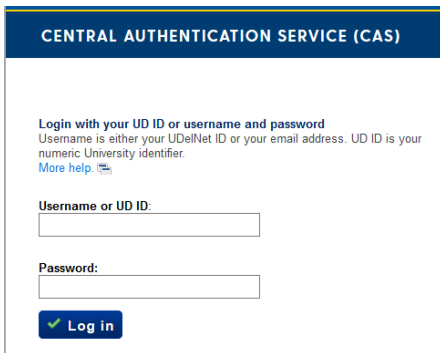


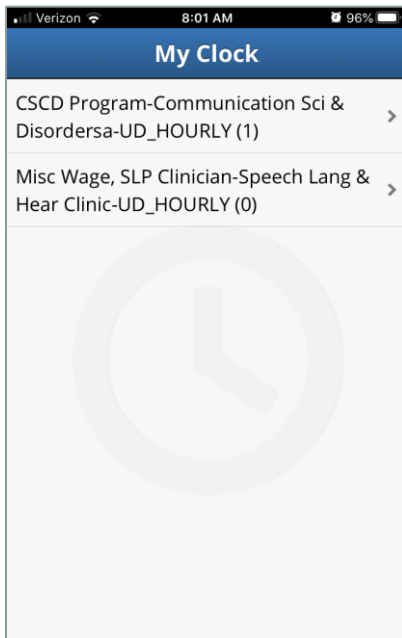
UD WorkForce Mobile can be used to clock in or out from a mobile device such as a smartphone or tablet.

Clocking In and Out

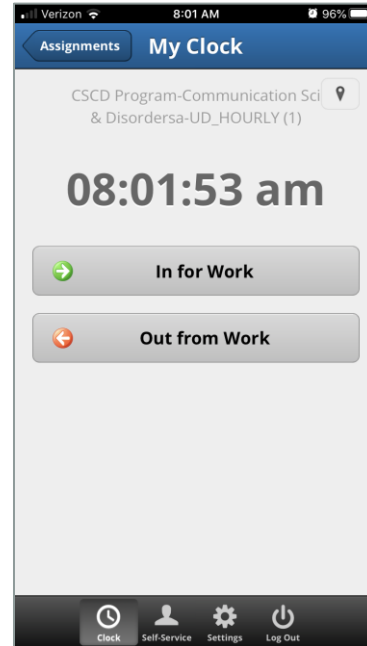
1. Enter <http://www.udel.edu/udworkforce/> using a browser on your smartphone or tablet.
2. Click **Login** button or use shortcut created on your smartphone (see: job aid – *Mobile-Creating an App on your Phone*)
3. On the CAS screen, enter your UDeNet ID and password, and then click **Log in** button



4. You will see the **My Clock** screen
5. If you have multiple UD jobs, you will choose the Assignment first.
 - If you have one job, go to Step 6.

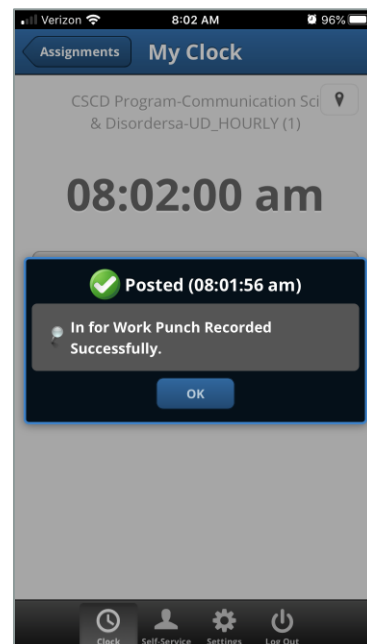


6. On the **My Clock** screen, choose the appropriate action:
 - Click the **In for Work** button, or
 - Click the **Out from Work** button



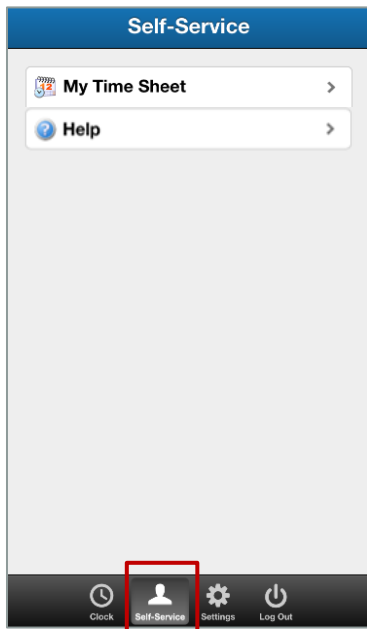
7. You will get a confirmation message that the time punch was successful.

(Note – You do not need to stay logged in while you are working.)



Self Service

1. Click the **Self-Service** button at the bottom.
 - **My Time Sheet** - you can view your time entries and add any necessary comments.



2. Below you'll see a **Help** option. This takes you to the Workforce Software help page. Click **Self-Service** or **Settings** to return to UD WorkForce Mobile.

