Clocking-In

1. Go to UD WorkForce:
   http://www.udel.edu/udworkforce/
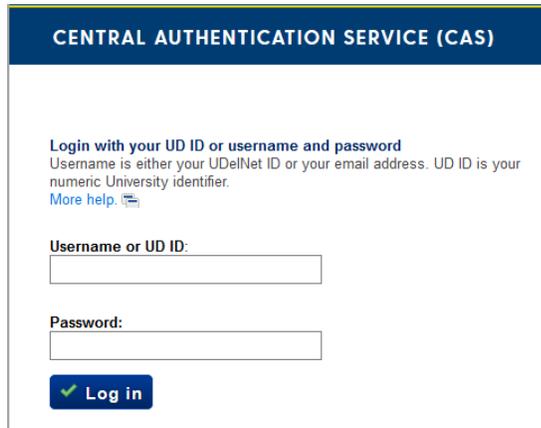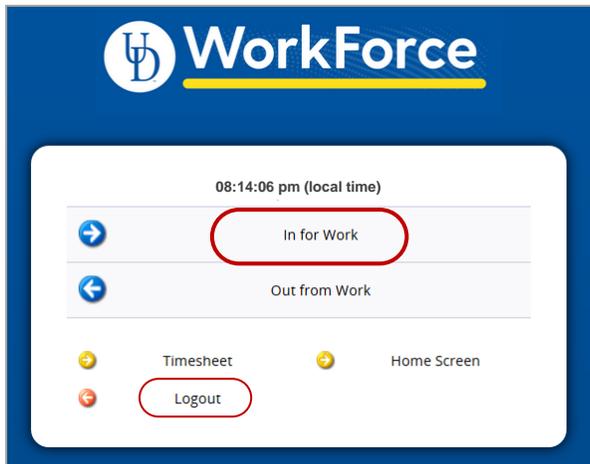2. Click **Log-in** button.

3. At the CAS log-in enter your UD Username and password, then click **Log In** button
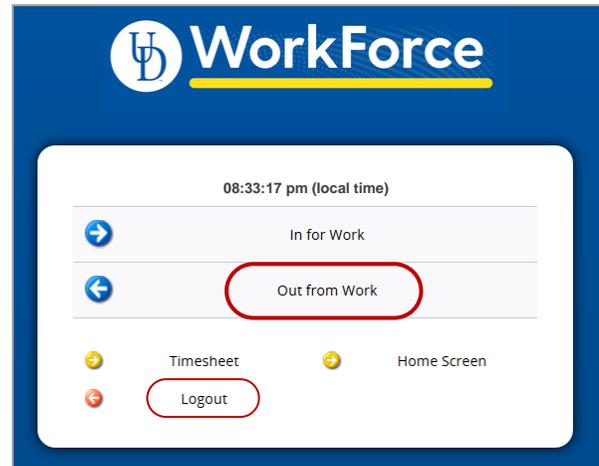
4. Click - **In for Work**

5. You will get a message that confirms you successfully clocked in.

Mon 07/27 08:14 pm: In for Work Punch Recorded Successfully.

6. Click - **Logout**
   - You do not need to stay logged in while working.

Clocking-Out

7. Log-in to UD WorkForce as shown at left (Steps 1–3)

8. Click - **Out from Work**

9. You will get a message that confirms you successfully clocked out

Mon 07/27 08:33 pm: Out from Work Punch Recorded Successfully.

10. Click - **Logout**

11. You can also:
    - Go to your **Timesheet**
    - Go to the Home Screen to Request Time Off