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.
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.
10. Click - Logout
11. You can also:
    • Go to your Timesheet
    • Go to the Home Screen to Request Time Off