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/](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 you Phone)

3. On the CAS screen, enter your UDelNet 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.