

# Your Time

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This section guides you in working with your time-related information in Wurk.

If you're new to Wurk, start with [Getting Started In Wurk](#) topics.

This section guides you in working with your hours in Wurk, such as your clock punches, timesheets, and schedule. Topics here are for anyone who uses Wurk as a general employee.

Your time records are closely linked to your HR information and pay in Wurk. For example, your time entries and hours, assigned job title, cost center or department, pay rate, and any benefits or other deductions all roll into your paycheck.

## In this section...

[Checking Your Schedule](#)

[Clocking In and Out](#)

[Working with Your Timesheet](#)

[Changing Submitted Timesheets](#)

[Viewing Your Time Off Balances](#)

[Request Time Off](#)

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