



Student and non-exempt employees may need to correct their tracked time on rare occasion. In addition to general instructions for correcting time, this job aid includes specific instructions for addressing common issues:

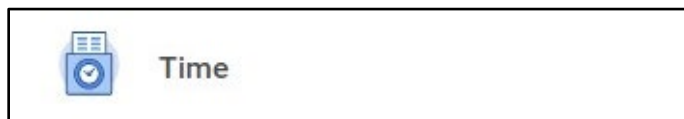
- **Missing Time Entry:** An employee is missing a “check in” or “check out” on their timesheet.
- **Duplicate Time Entry:** An employee accidentally checks in or out multiple times in a row.

Note: The process outlined below does not replace the check in/out process found in the *Enter Time* job aid. Edits to time entries are visible to employee supervisors in Workday. When checking in and out on a wall clock, it may take up to 2 minutes for a time entry to appear on your timesheet.

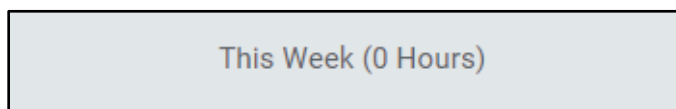
I. Correct Time

From the Workday home page:

1. Navigate to the Time application. To access all available applications, click on the **Menu** icon in the upper left corner.



2. Click **This Week** in the *Enter Time* column to access your timesheet.



3. Click the time entry that needs correction.

Regular Hours
8:39am - 10:39am
2.006667 Hours
Submitted

4. Make any needed corrections in the relevant field(s).

Enter Time

×

Status

Approved

Time Type *

× Regular Hours

⋮

In

*

08:39:00 AM

Out

*

10:39:24 AM

Out Reason *

Out

▼

Hours

2.006667

Details

Comment

View Details

5. Click the **OK** button.

OK

i. Missing Time Entry

1. From your timesheet, select the Unmatched Check-in or Check-out Time Entry.

Mon, 12/23
Hours: 0

Unmatched Check-in
2:27:14pm
Needs Attention

- In the *In* or *Out* field, enter your missed time punch.

Note: You will enter when you should have checked in or out in Workday.

Correct Unmatched Event

12/23/2024

Time Type *

Regular Hours

In *

02:27:14 PM

Out *

Out Reason

Out

Hours

0

- Click the **OK** button.

OK

ii. Duplicate Time Entry

A duplicate entry cannot be deleted until it has both “In” and “Out” times recorded.

- Select the duplicate time block.
- Ensure that both the *In* and *Out* fields have a value.

Note: You can temporarily input anything, as you'll be deleting this extra entry in the next steps.

The screenshot shows a 'Enter Time' dialog box. It contains the following fields and options:

- Time Type ***: A dropdown menu currently showing 'Regular Hours'.
- In ***: A text input field containing '08:39:00 AM'.
- Out ***: An empty text input field.
- Out Reason**: A dropdown menu currently showing 'Out'.
- Hours ***: A text input field containing '0'.
- Details**: A section header.
- Comment**: A large text area for additional notes.

3. Click the **OK** button.



4. Select the duplicate time block again.

5. The *Delete* button now appears as an option. Click the **Delete** button.



6. Click the **OK** button.



What's Next? ►

- Your time entry is corrected but not submitted. Make sure to submit your timesheet for the changes to be approved and applied.



Student and non-exempt employees can enter time by checking in and checking out in Workday. At the end of each week employees must submit their timesheets in Workday. This job aid includes instructions for checking in and out for both mobile and desktop.

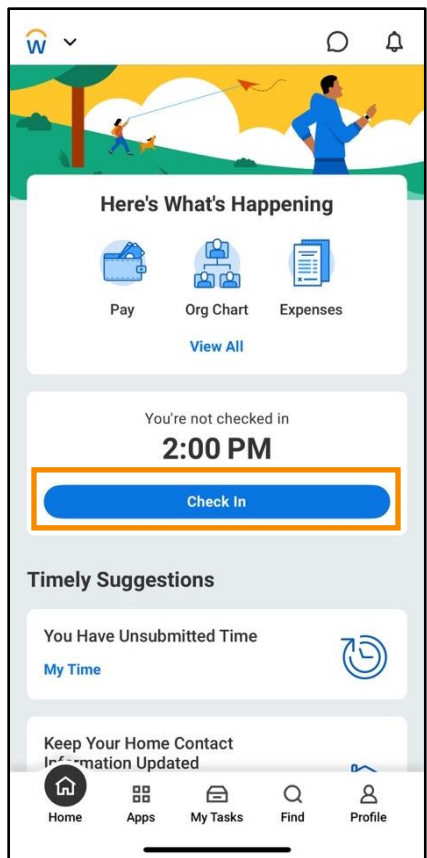
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I. Enter Time (Mobile App)

From the Workday application home page:

1. Click the **Check In** button.



Note: If you do not see the *Check In* button on the application home page navigate to the **Time** application and select **Check In/Out**.

2. The Check In window will appear. Do not edit the *Time Type* and the *Details* section unless specifically instructed by your manager.
3. Click the **Next** button.

Check In at: 2:00 PM

Enter your check-in details.

Time Type *

✕ Regular Hours

Details

Cost Center

Assignee

Class

Fund

Program

Cancel Next

Note: A confirmation page will appear with the time you checked in.

- Optional:** You can set a reminder on the app to check out by selecting an option under *Remind me to check out at...*

🕒 Remind me to check out at...

06:00 PM 10:00 PM Other...

Note: You will need to enable push notifications on your mobile device.

- When you are finished working, click the **Check Out** button.

You're checked in

03:00:00

Check Out

6. Click the **Done** button.

Note: A confirmation page will appear with your hours worked that day.

7. **Optional:** You can review your time for that week by clicking **Review This Week's Time**.



i. Enter Time (Desktop)

From the Workday home page:

1. Navigate to the **Time** application. To access all available applications, click on the **Menu** icon in the upper left corner.



2. When you start working click the **Check In** button.



3. In the pop-up box that appears, review the *Worker, Date, Time, Time Zone, and Time Type Regular Hours*.

4. **Optional:** Enter a **comment**.

5. Click the **OK** button to check in.

Note: A confirmation page appears to let you know you have successfully checked in with the date and time.

6. Click the **Done** button.

Note: The Time Clock will show when you checked in.

7. When you are finished working, navigate to the **Time** application. To access all available applications, click on the **Menu** icon in the upper left corner.



8. Click the **Check Out** button.



9. In the pop-up box, confirm the *Worker, Date, Time, and Time Zone*.

10. **Optional:** Enter a **comment**.

11. Click the **OK** button to check out.

Note: A confirmation page appears to let you know you have successfully checked out with the date and time.

12. Click the **Done** button.

Note: The Time Clock will show when you checked out.

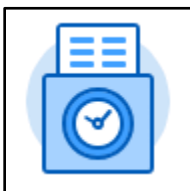
What's Next? ►

- The process is now complete.

II. Submit Time (Mobile)

From the Workday application home page:

1. Navigate to the **Time Tracking** application by clicking the **Apps** button on the bottom toolbar.



Note: You can also navigate to submit time by clicking on the **You Have Unsubmitted Time** Timely Suggestion.

2. Select **Enter Time**.
3. Review your time entries for the week and click the **Submit** button.
4. Review the information on the *Submit Time* screen and click the **Submit button**.

Submit

What's Next? ►

- The process will route for review and approval.

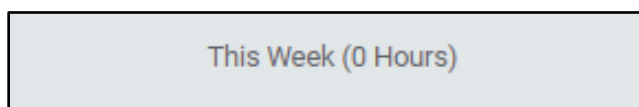
III. Submit Time (Desktop)

From the Workday home page:

1. Navigate to the **Time** application. To access all available applications, click on the **Menu** icon in the upper left corner.



2. Select the **This Week** button in the Enter Time column.



3. Click the **Review** button.

Review

4. Review your *time entries* and click the **Submit** button.

Submit

What's Next? ►

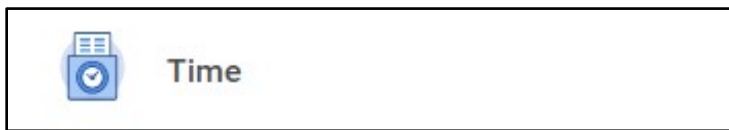
- The process will route for review and approval.

ii. View Time Clock History (Desktop)

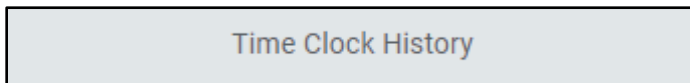
Student employees can view their Time Clock History.

From the Workday home page:

1. Navigate to the **Time** application. To access all available applications, click on the **Menu** icon in the upper left corner.



2. Select the **Time Clock History** button in the *View* column.



3. The **Previous Week**, **Next Week**, and **View My Calendar** buttons give you the opportunity to view your Time Clock History.

