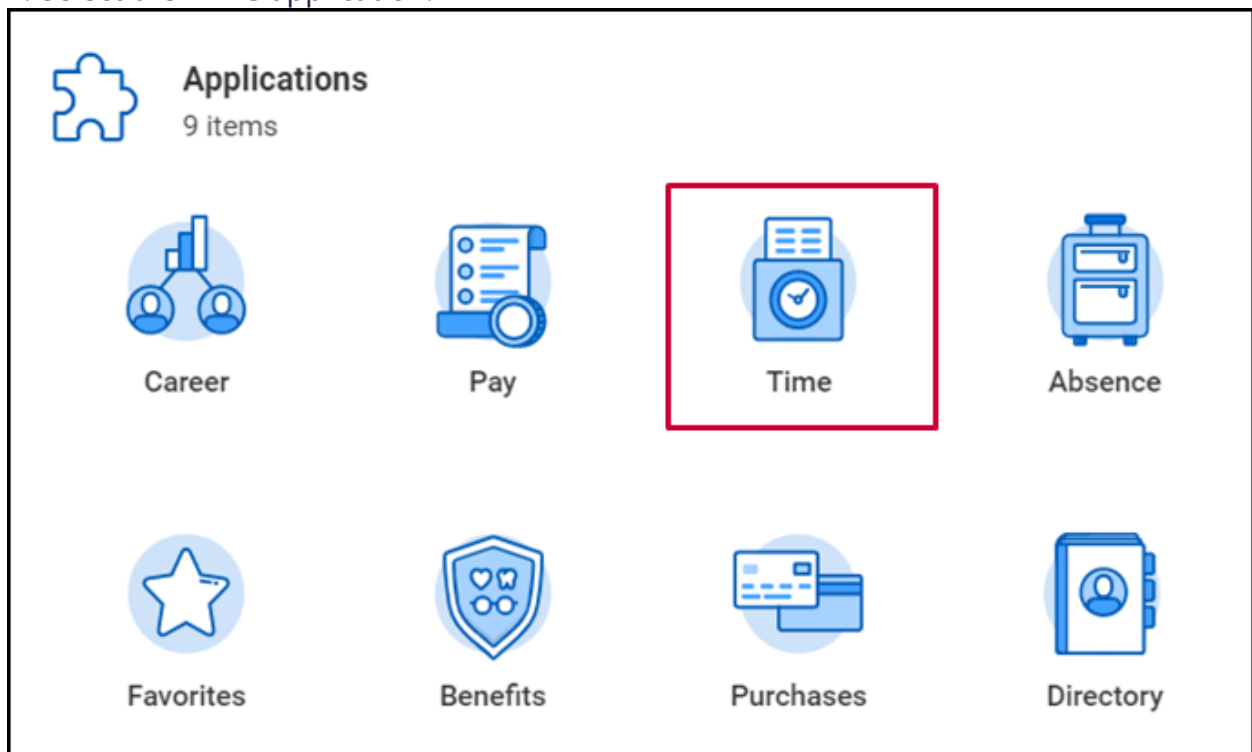


## Steps to Correct Time

You can edit your time as often as you'd like prior to approval. However, after your time has already been approved, any additional corrections will be routed to your Time Approver (e.g., your manager) again for approval. Execute the following steps to correct time entries:

1. Log in to the Workday system.
2. Select the **Time** application.



3. Select an option under the **Enter Time** section that you would like to correct.

Enter Time

This Week (24 Hours)

Last Week (0 Hours)

Select Week

Overtime Requests

4. If you would like to correct a single time block, select the desired time block.

Today < > Apr 26 - May 2, 2020				
	Sun 4/26 Hours: 0	Mon 4/27 Hours: 9	Tue 4/28 Hours: 9	Wed 4/29 Hours: 9
7 AM				
8 AM		Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted
9 AM				
10 AM				
11 AM				
12 PM				
1 PM		Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted	Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted	Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted
2 PM				
3 PM				
4 PM				

5. Edit the hours in the **Enter Time** pop-up window.

6. Select the **OK** button.

**Enter Time**  
04/27/2020

Status Submitted

Time Type \*

In \*

Out \*

Out Reason \*

Hours 5

**Details**

Additional Time Types for Employee Selection

Comment

7. The corrected time block is displayed as "Not Submitted." Repeat this for all time blocks that you would like to edit, and then select the **Submit** button.

The screenshot displays a time tracking interface for the week of April 26 to May 2, 2020. The interface shows a calendar grid with time slots from 12 PM to 6 PM. A red box highlights a 'Not Submitted' status for a 5-hour block on Monday, April 27, from 12:30 PM to 5:30 PM. Other days show 'Submitted' status for similar blocks. At the bottom, there are 'Submit' and 'Enter Time' buttons.

Day	Time Period	Status	Hours
Sun 4/26			0
Mon 4/27	12:30pm - 5:30pm	Not Submitted	5
Tue 4/28	12:30pm - 5:00pm	Submitted	4.5
Wed 4/29	12:30pm - 5:00pm	Submitted	4.5
Thu 4/30			
Fri 5/1			
Sat 5/2			

8. If you would like to remove all time blocks from the selected week, select the **Enter Time** button, and then select **Clear**. Enter the desired time blocks, and then select **Submit**.

**Enter Time**  
Zydav Gyhawy Zupipo Actions

The Time Report records attendance, leave, and overtime for overtime-eligible civil service employees, collective bargaining unit employees, faculty and administrative professional (AP)

Today < > Apr 26 – May 2, 2020

	Sun 4/26 Hours: 0	Mon 4/27 Hours: 9	Tue 4/28 Hours: 9	Wed 4/29 Hours: 9
7 AM		Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted	Regular Hours Worked 7:30am - 12:00pm 4.5 Hours Submitted
		Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted	Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted	Regular Hours Worked 12:30pm - 5:00pm 4.5 Hours Submitted

- Auto-fill from Prior Week
- Auto-fill from Schedule
- Clear
- Enter Time by Type
- Enter Time by Week
- Overtime Requests
- Quick Add
- Request Absence
- Request Time Off
- Review Time by Week
- Run Calculations

**Enter Time** ▾

9. On the **Submit Time** page, review the information and select the **Submit** button to certify that your hours are accurate.

## Submit Time

I certify that this is an accurate report of my work and leave hours.

Following date range will be submitted for approval.

April 16 – 30, 2020 : 40 Hours Total

### Total for April 16 – 30, 2020

Regular Hours	40
Straight Time Hours	0
Premium Hours	0
Paid Time Off	0
Unpaid Time Off	0
Holiday Hours	0
Other	0
Total Reported Hours	40