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.
4. If you would like to correct a single time block, select the desired time block.
5. Edit the hours in the **Enter Time** pop-up window.

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