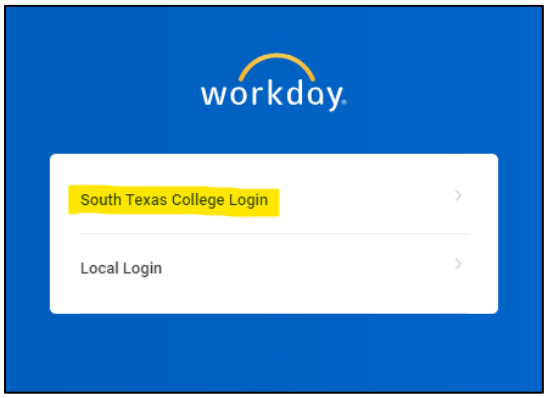
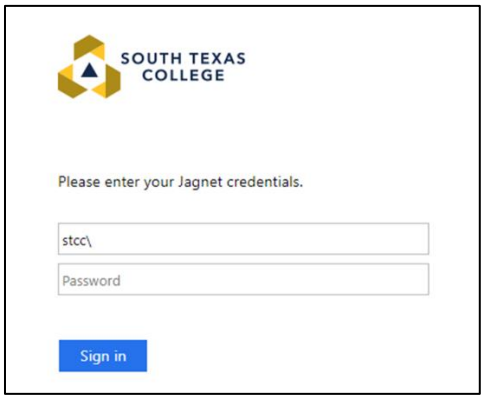
Entering and Correcting Time for Employees (Supervisors Only)

When an employee submits an Electronic Time Adjustment Request Form (ETARF), the supervisor must manually enter or correct the hours on the employee's time calendar after the ETARF has been approved.

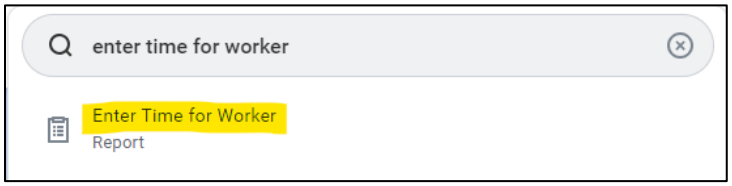
Entering Hours

1. Log into Workday

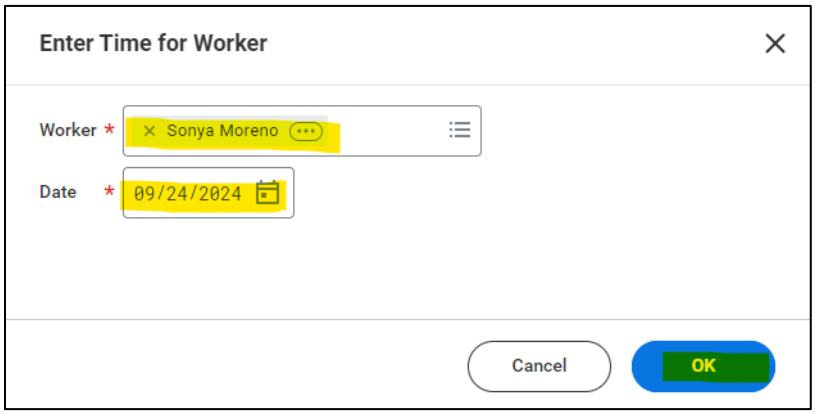




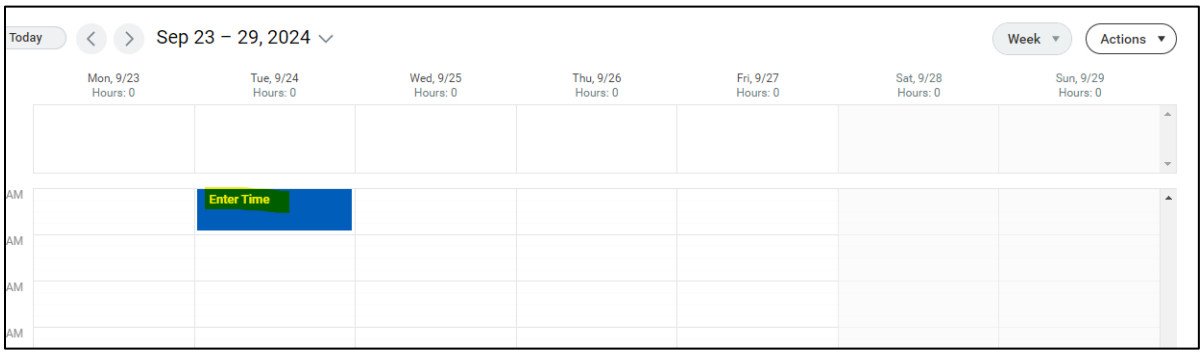
2. Type "**Enter Time for Worker**" on the search bar. Click on Enter Time for Worker report.



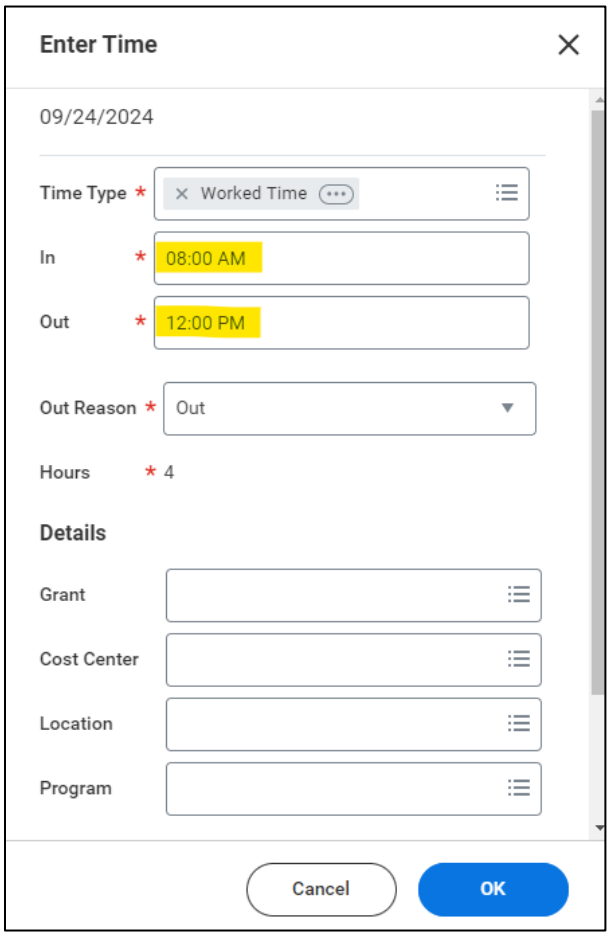
3. You will type the name of the employee. Select the date you need to enter the time worked for. Click **OK**.

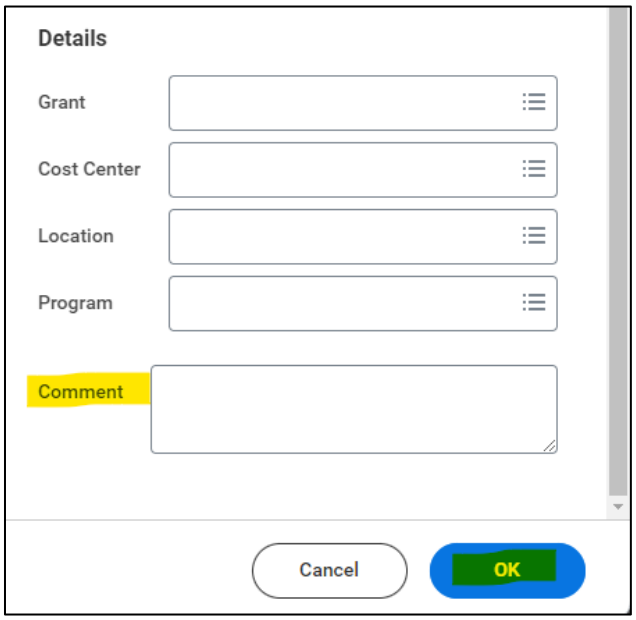


4. Click on the day to enter time.



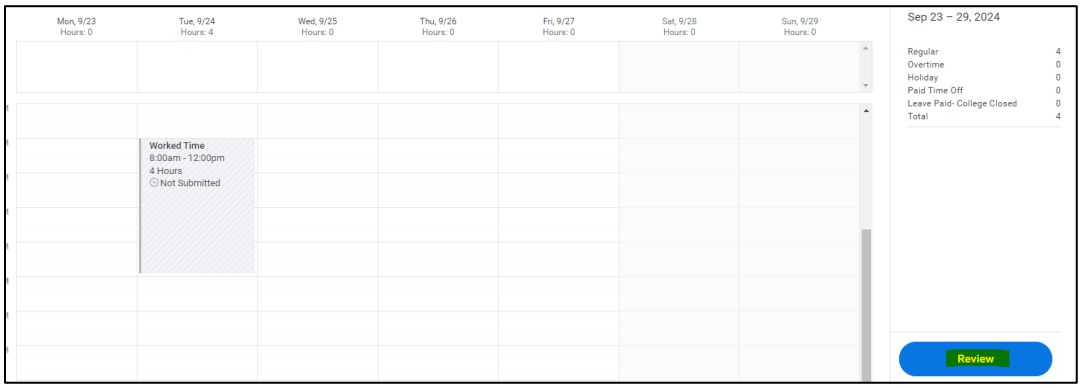
5. Enter **In** and **Out** time. Scroll down. Enter a comment. Click **OK**.



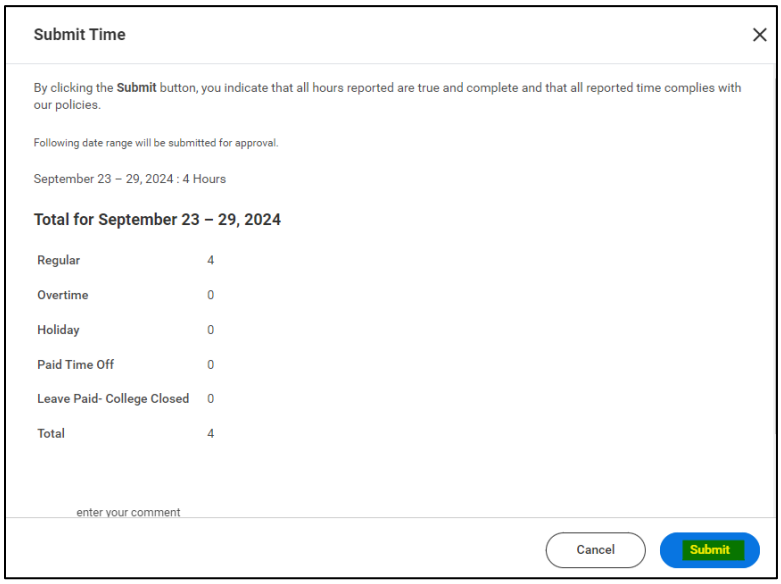


6. As the supervisor, you can review and submit the hours on behalf of the employee after entering them on the Electronic Time Adjustment Request Form.

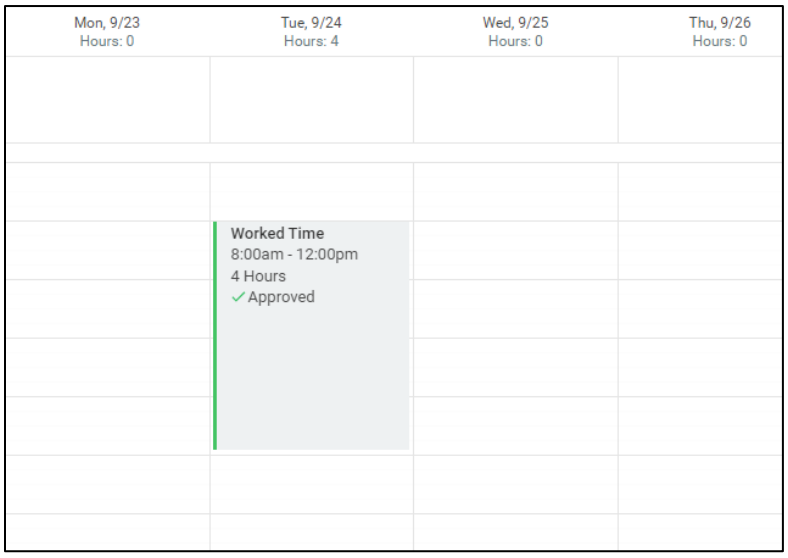
7. Once the hours have been entered from the approved Electronic Time Adjustment Request Form, click **Review**.



8. If hours are correct, click **Submit**.



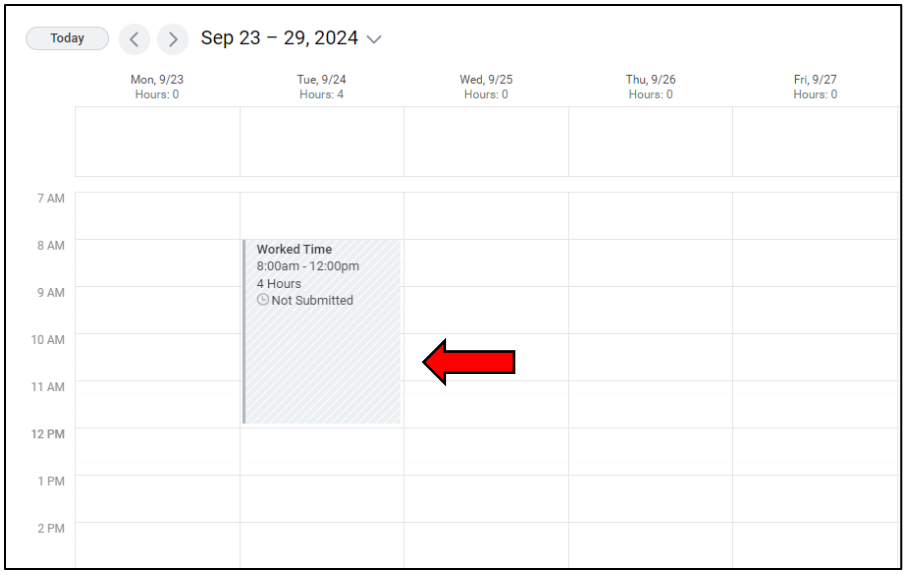
9. The hours will automatically appear as approved.



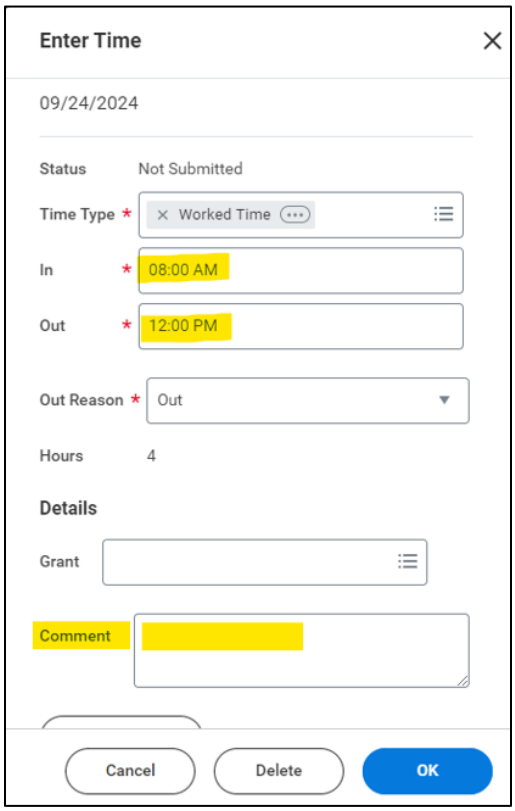
Correcting Hours

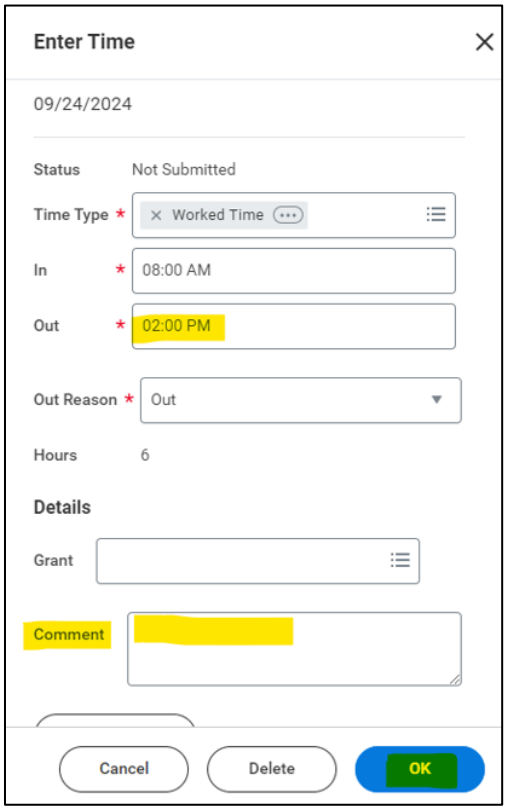
1. If hours need to be corrected on an existing time block or an unmatched check in/out, you will go to the employee's time calendar.

2. Click on the time block or unmatched check in/out that needs to be corrected.

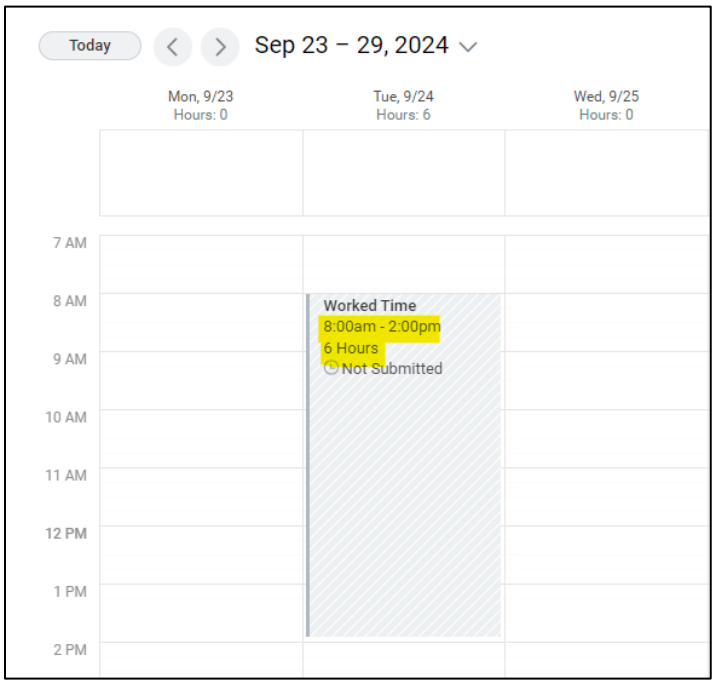


3. Correct the in and/or out time. Enter a justification for correction under **Comment**. Click **OK**.

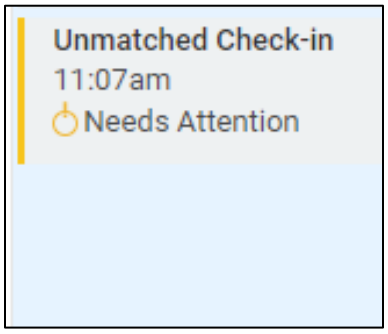


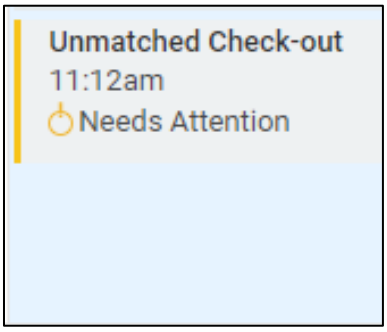


4. The corrected time will reflect on the employee's time calendar.

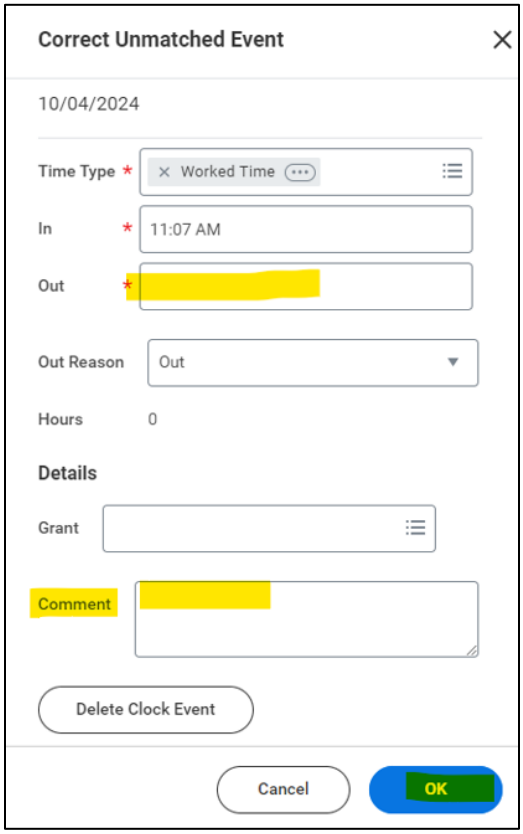


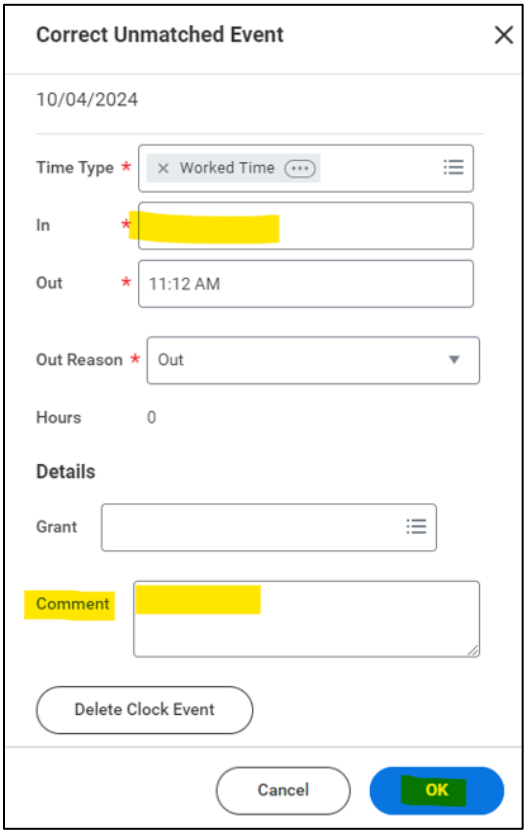
5. If an Unmatched Check In or Unmatched Check Out needs to be corrected, go to the employee's time calendar. Click on the unmatched check in or unmatched check out.



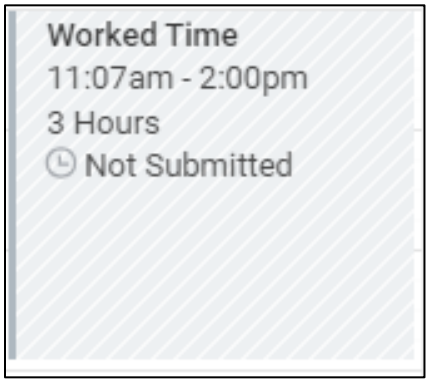


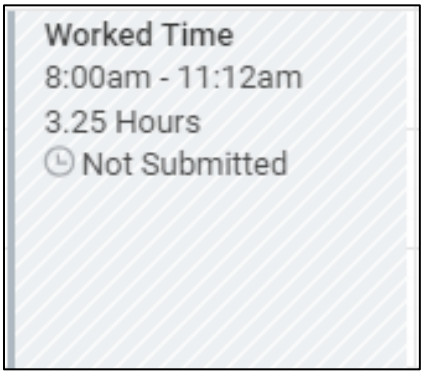
6. Click on the Unmatched Check in or Unmatched check out and enter the missing time. Enter the justification for the correction under **Comment**. Click **OK**.



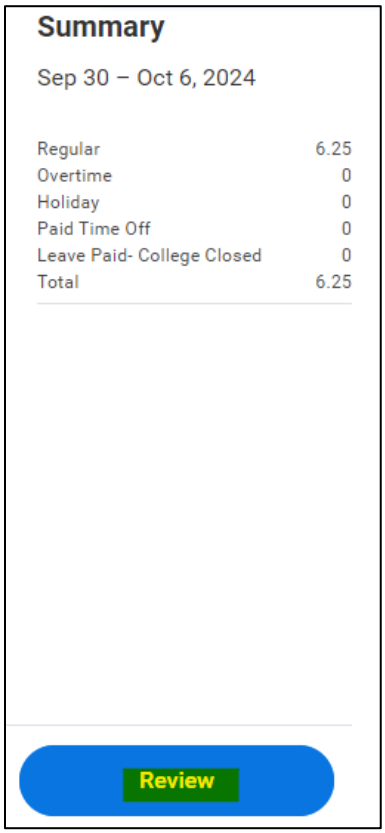


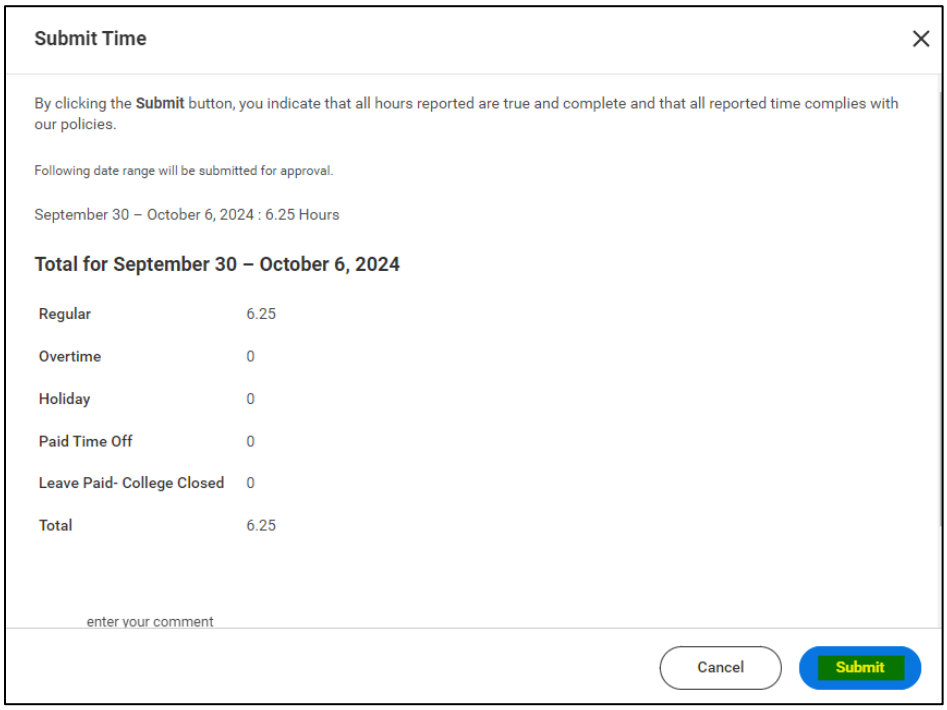
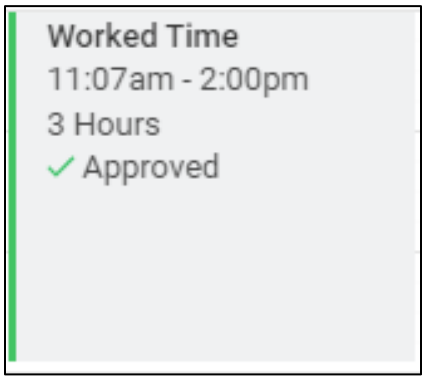
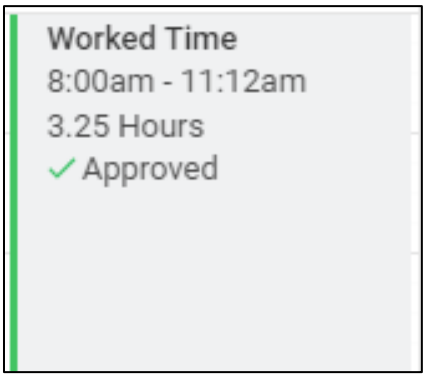
7. The correct time will reflect on the employee's time calendar and will appear as "Worked Time"





8. To review and submit the hours on behalf of the employee, click **Review**. Click **Submit**.





9. The corrected hours will appear as Approved.