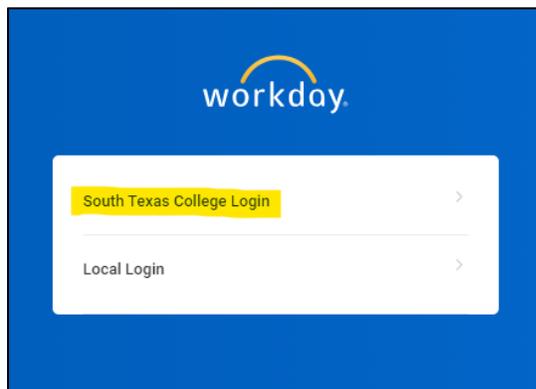


# Entering and Correcting Time for Employees (Supervisors Only)

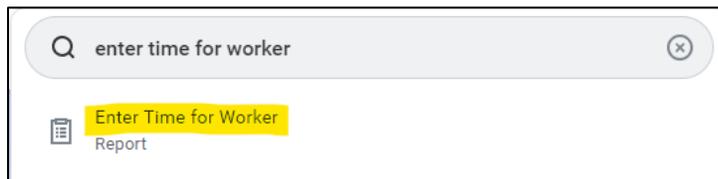
When an employee submits an Electronic Time Adjustment Request Form (ETARF), the supervisor must manually enter or correct the hours on the employee's time calendar after the ETARF has been approved.

## Entering Hours

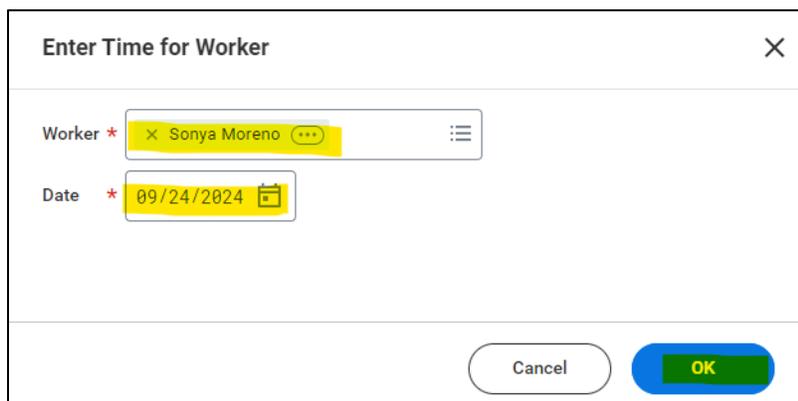
1. Log into Workday



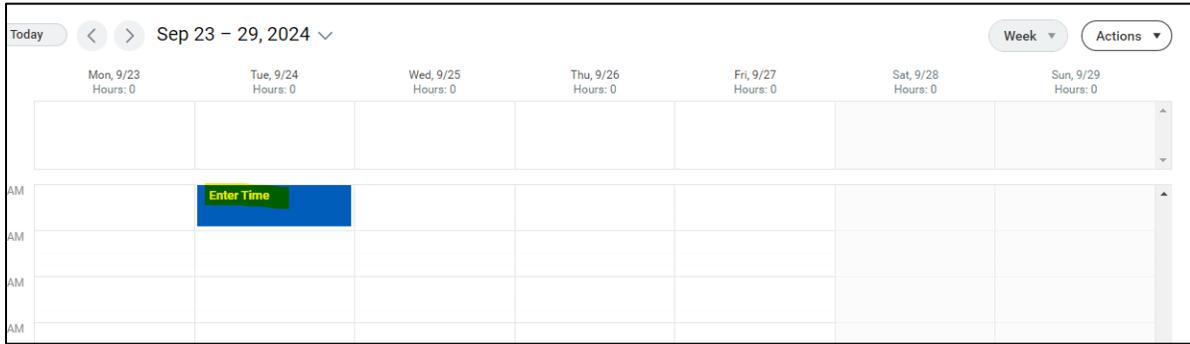
2. Type "**Enter Time for Worker**" on the search bar. Click on Enter Time for Worker report.



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**.

Mon, 9/23	Tue, 9/24	Wed, 9/25	Thu, 9/26	Fri, 9/27	Sat, 9/28	Sun, 9/29
Hours: 0	Hours: 4	Hours: 0				

Regular	4
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
Total	4

**Review**

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

**Submit Time** [X]

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

September 23 - 29, 2024 : 4 Hours

**Total for September 23 - 29, 2024**

Regular	4
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
Total	4

enter your comment

**Cancel** **Submit**

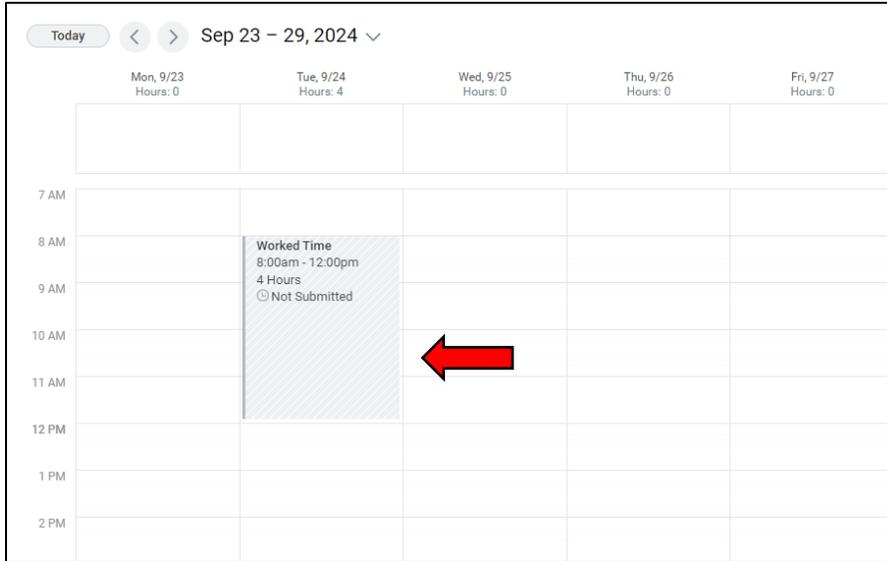
9. The hours will automatically appear as approved.

Mon, 9/23	Tue, 9/24	Wed, 9/25	Thu, 9/26
Hours: 0	Hours: 4	Hours: 0	Hours: 0

Worked Time	8:00am - 12:00pm		
	4 Hours		
	✓ 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.

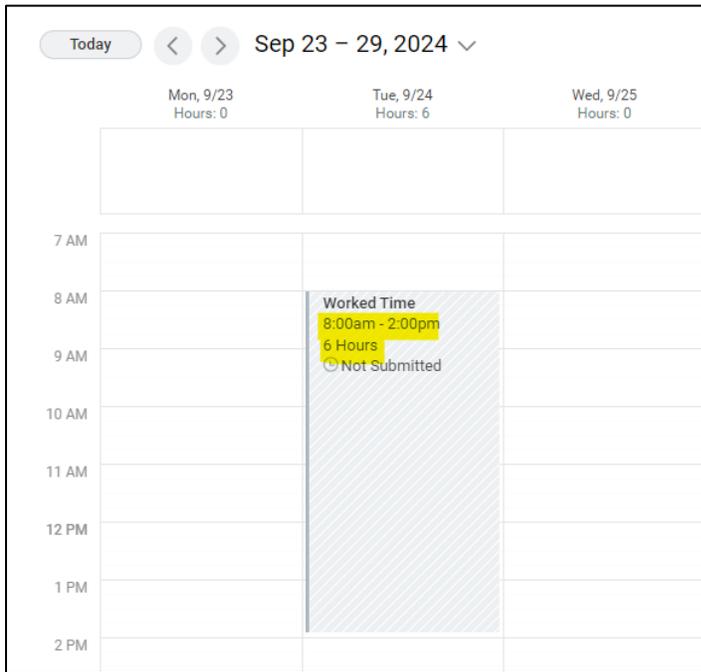


3. Correct the in and/or out time. Enter a justification for correction under **Comment**. Click **OK**.

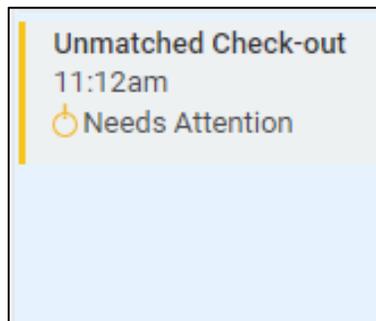
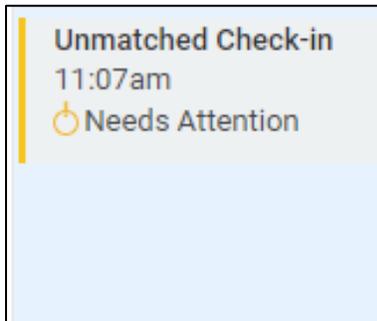
The 'Enter Time' form for 09/24/2024 shows the following details: Status: Not Submitted; Time Type: Worked Time; In: 08:00 AM; Out: 12:00 PM; Out Reason: Out; Hours: 4. The 'Comment' field is highlighted in yellow. The form includes 'Cancel', 'Delete', and 'OK' buttons at the bottom.

The 'Enter Time' form for 09/24/2024 shows the following details: Status: Not Submitted; Time Type: Worked Time; In: 08:00 AM; Out: 02:00 PM; Out Reason: Out; Hours: 6. The 'Comment' field is highlighted in yellow. The form includes 'Cancel', 'Delete', and 'OK' buttons at the bottom.

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**.

The image displays two side-by-side screenshots of the 'Correct Unmatched Event' form. Both forms are for the date 10/04/2024. The left form shows 'Time Type' as 'Worked Time', 'In' time as 11:07 AM, and 'Out' time as a redacted yellow box. The right form shows 'Time Type' as 'Worked Time', 'In' time as a redacted yellow box, and 'Out' time as 11:12 AM. Both forms have 'Out Reason' set to 'Out' and 'Hours' set to 0. Each form includes a 'Details' section with a 'Grant' field and a 'Comment' field with a redacted yellow box. At the bottom of each form are buttons for 'Delete Clock Event', 'Cancel', and 'OK'.

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

Worked Time  
11:07am - 2:00pm  
3 Hours  
⌚ Not Submitted

Worked Time  
8:00am - 11:12am  
3.25 Hours  
⌚ Not Submitted

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

### Summary

Sep 30 – Oct 6, 2024

Regular	6.25
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
<b>Total</b>	<b>6.25</b>

[Review](#)

### Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

September 30 – October 6, 2024 : 6.25 Hours

**Total for September 30 – October 6, 2024**

Regular	6.25
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
<b>Total</b>	<b>6.25</b>

enter your comment

[Cancel](#) [Submit](#)

9. The corrected hours will appear as Approved.

**Worked Time**  
11:07am - 2:00pm  
3 Hours  
✓ Approved

**Worked Time**  
8:00am - 11:12am  
3.25 Hours  
✓ Approved