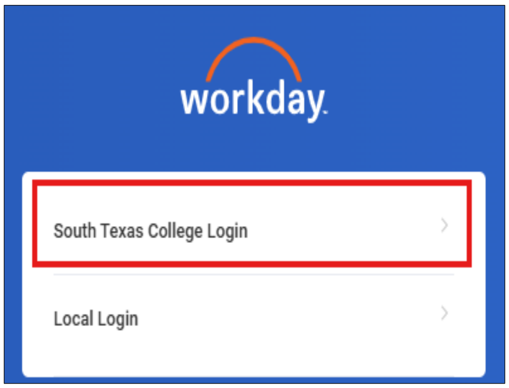
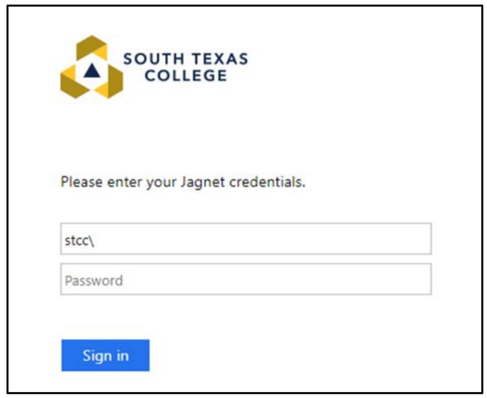
How To Add a Clock Event (Supervisors Only)

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

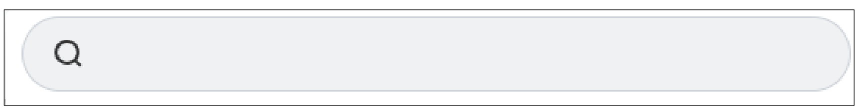
To enter only one clock event

1. Log into Workday and enter your credentials.

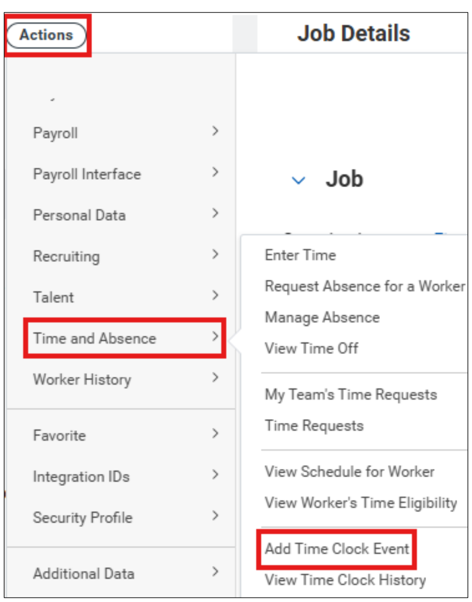




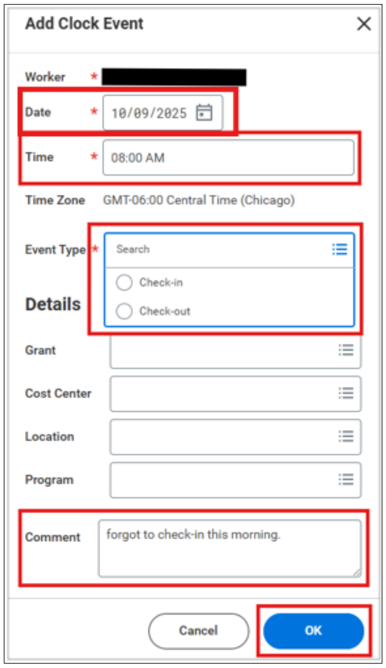
2. In the Search bar type the employee's name and press Enter.



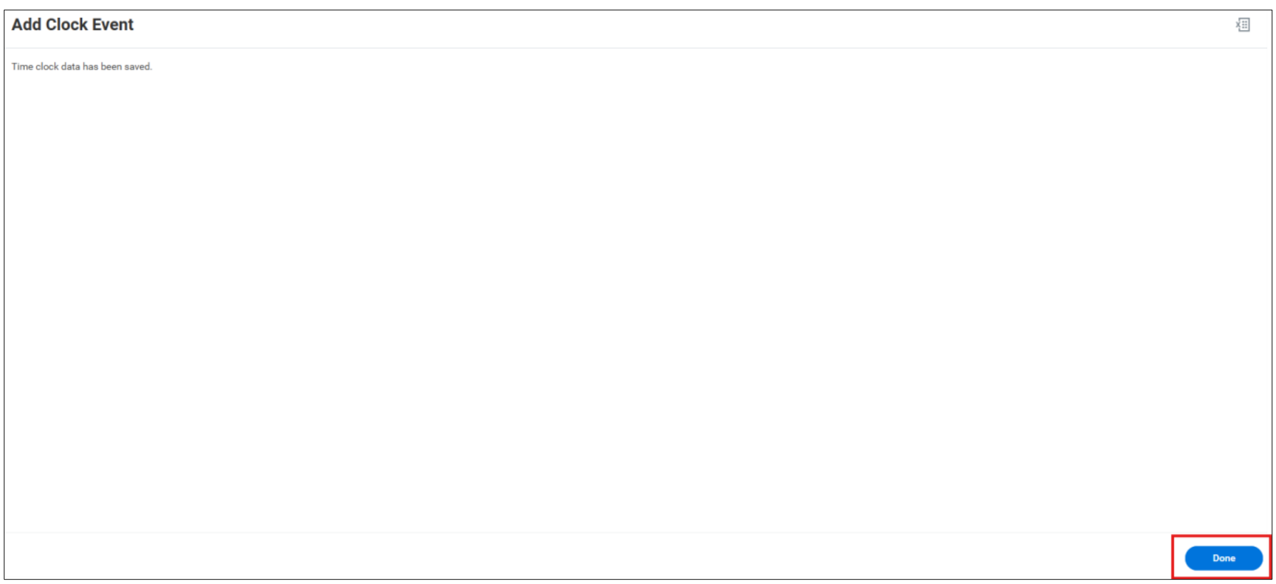
3. Under the employee's name, click on the **Actions** button. Hover over Time and Absence, then click **Add Time Clock Event**.



4. Enter the **Date**, **Time**, **Event Type**, and **comment**, then click **OK**.



5. When you see this screen, you have successfully added a time clock event. Click **Done**.



6. Time clock event that was added will show as either an **Unmatched Check-in** or **Unmatched Check-out** *Needs Attention* until employee checks in/out.