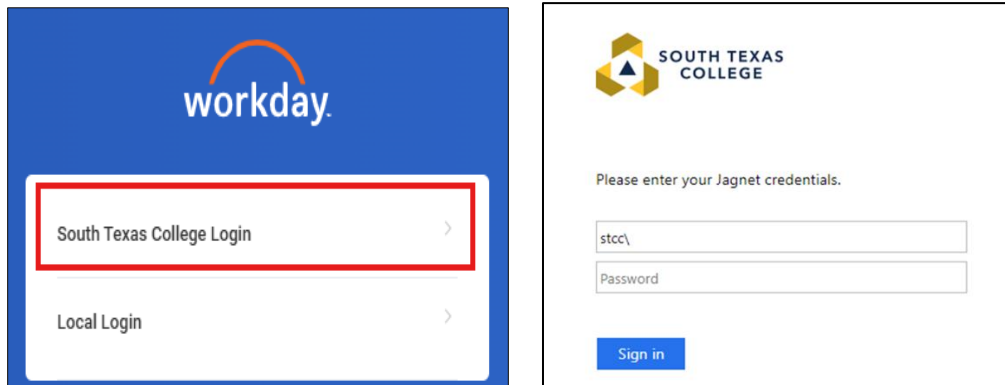


# How To Add a Clock Event (Supervisors Only)

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.



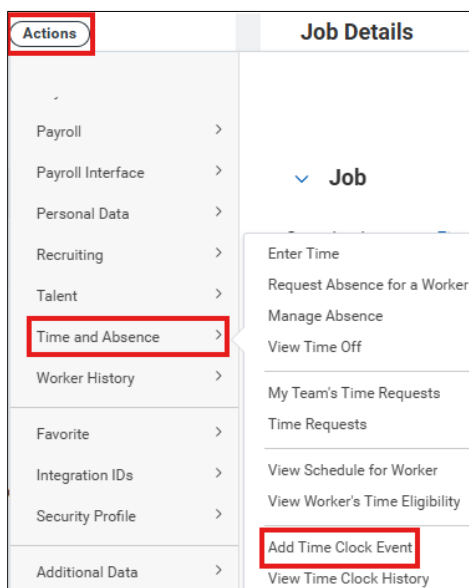
The image shows the Workday login interface for South Texas College. On the left, there is a blue sidebar with the Workday logo and two login options: "South Texas College Login" (highlighted with a red box) and "Local Login". On the right, the main content area displays the South Texas College logo and a login form. The form includes the text "Please enter your Jagnet credentials.", a username field containing "stcc\ ", a password field, and a "Sign in" button.

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



The image shows a search bar with a magnifying glass icon on the left and a light gray background.

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



The image shows the Workday Actions menu for an employee. The "Actions" tab is selected and highlighted with a red box. The menu lists various options: Payroll, Payroll Interface, Personal Data, Recruiting, Talent, Time and Absence (highlighted with a red box), Worker History, Favorite, Integration IDs, Security Profile, and Additional Data. The "Time and Absence" option is expanded, showing a list of actions: Enter Time, Request Absence for a Worker, Manage Absence, View Time Off, My Team's Time Requests, Time Requests, View Schedule for Worker, View Worker's Time Eligibility, Add Time Clock Event (highlighted with a red box), and View Time Clock History.

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

The screenshot shows the 'Add Clock Event' form. Red boxes highlight the following fields: 'Date' (10/09/2025), 'Time' (08:00 AM), 'Event Type' (with radio buttons for 'Check-in' and 'Check-out'), and 'Comment' (forgot to check-in this morning.). The 'OK' button at the bottom right is also highlighted with a red box. Other fields like 'Worker', 'Time Zone', 'Grant', 'Cost Center', 'Location', and 'Program' are visible but not highlighted.

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

The screenshot shows the 'Add Clock Event' form after successful submission. A message at the top states 'Time clock data has been saved.' The 'Done' button at the bottom right is highlighted with a red box.

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.

