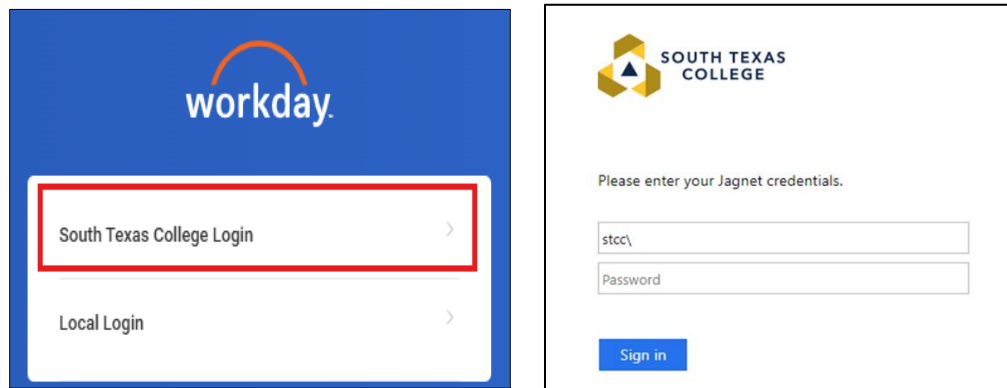


# To Edit/Delete an Unmatched Time Clock Event (Supervisors Only)

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.

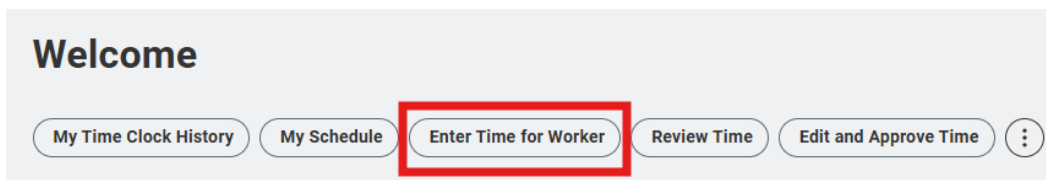
## To Edit an Unmatched Check-in/out Time Block Event

1. Log into Workday and enter your credentials.



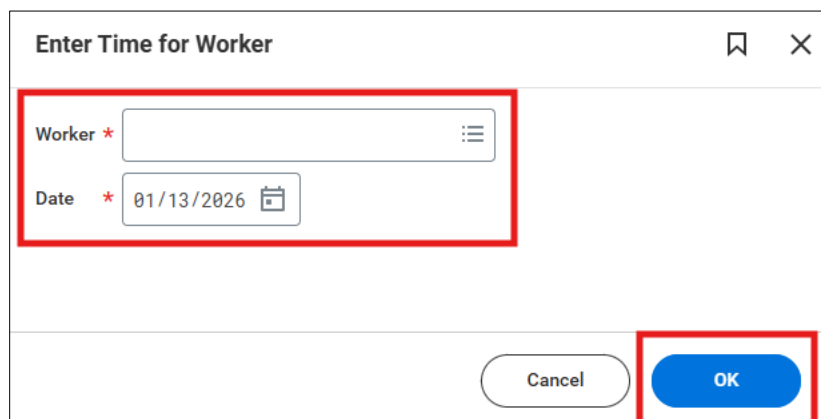
The left screenshot shows the Workday login page. The 'South Texas College Login' button is highlighted with a red box. The right screenshot shows the South Texas College login page. The 'stcc\' and 'Password' fields are highlighted with red boxes, and the 'Sign in' button is also highlighted with a red box.

2. Click **Enter Time for Worker**.



The screenshot shows the 'Welcome' dashboard with several buttons: 'My Time Clock History', 'My Schedule', 'Enter Time for Worker', 'Review Time', and 'Edit and Approve Time'. The 'Enter Time for Worker' button is highlighted with a red box.

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



The screenshot shows the 'Enter Time for Worker' modal window. The 'Worker' and 'Date' fields are highlighted with a red box. The 'OK' button is also highlighted with a red box.

4. At the top of the time calendar click on the Unmatched Time Block

Mon, 1/12 Hours: 5.5	Tue, 1/13 Hours: 9.5	Wed, 1/14 Hours: 9.25	Thu, 1/15 Hours: 9
Unmatched Check-out 1:31pm Needs Attention			

5. In this example, you'll enter the *In* time and the reason from the e-TARF in the **Comment** section, then click **OK**.

Correct Unmatched Event

01/12/2026

Time Type \*

×

Worked Time

In \*

Out \*

01:31 PM

Out Reason \*

Out

Hours

0

Details

Grant

Cost Center

Location

Program

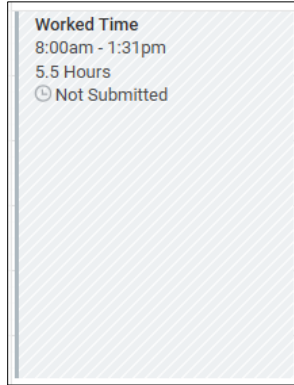
Comment

Delete Clock Event

Cancel

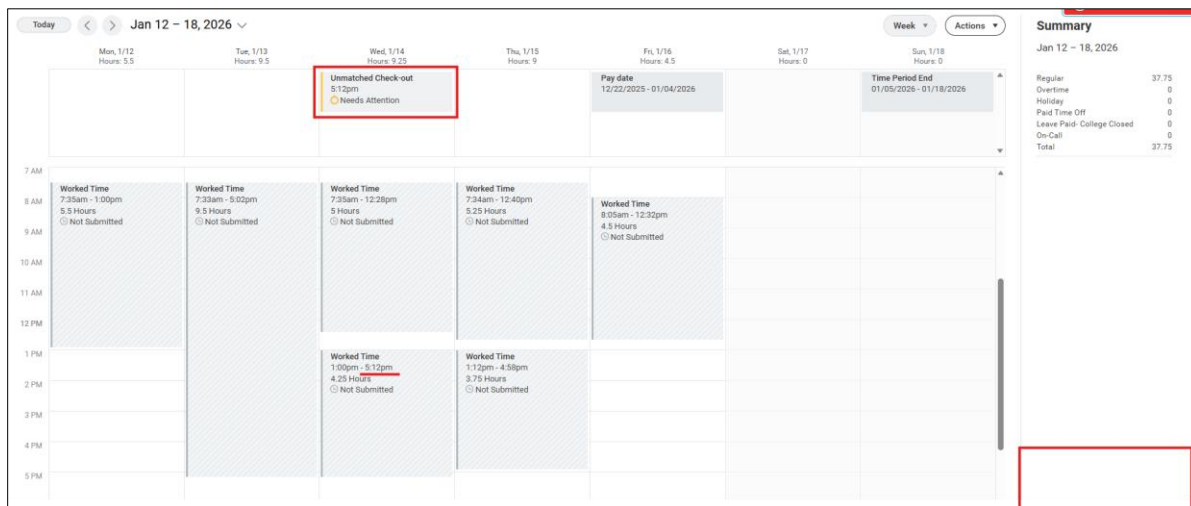
OK

- The corrected time will reflect on the employee's time calendar and will appear as **Worked Time**, *Not Submitted*.



## To Delete an Unmatched Check-in/out Time Block Event

- At the top of the time calendar click on the Unmatched Time Block.  
Notice that the Review button is missing. The employee is unable to submit their time.



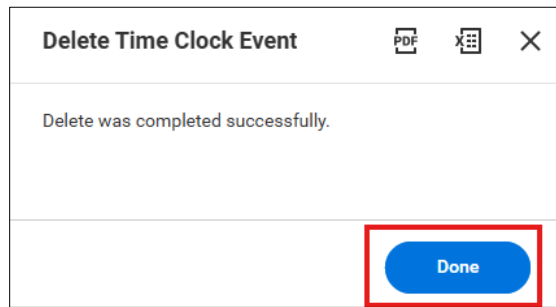
2. Click on **Delete Clock Event** button.

The screenshot shows a 'Correct Unmatched Event' dialog box. At the top, it displays the date '01/14/2026'. Below this, there are several fields: 'Time Type' with a dropdown menu showing 'Worked Time', 'In' with an empty input field, 'Out' with the value '05:12 PM', and 'Out Reason' with a dropdown menu showing 'Out'. Below these fields is a 'Hours' field with the value '0'. A section titled 'Details' contains four more dropdown menus: 'Grant', 'Cost Center', 'Location', and 'Program', all of which are currently empty. Below the 'Details' section is a 'Comment' text area. At the bottom of the dialog, there is a button labeled 'Delete Clock Event' which is highlighted with a red rectangular box. Below this button are two more buttons: 'Cancel' and 'OK'.

3. Review all looks correct, then click **OK**.

The screenshot shows a 'Delete Time Clock Event' dialog box. At the top, it displays the date '01/14/2026' and the time '5:12 PM' followed by 'Out'. Below this, there is a question: 'Do you want to delete this time clock event?'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red rectangular box.

4. You have successfully deleted the unmatched time block. Click **Done**.



5. The unmatched event no longer appears and the Review button is now available for the employee to submit their time.

