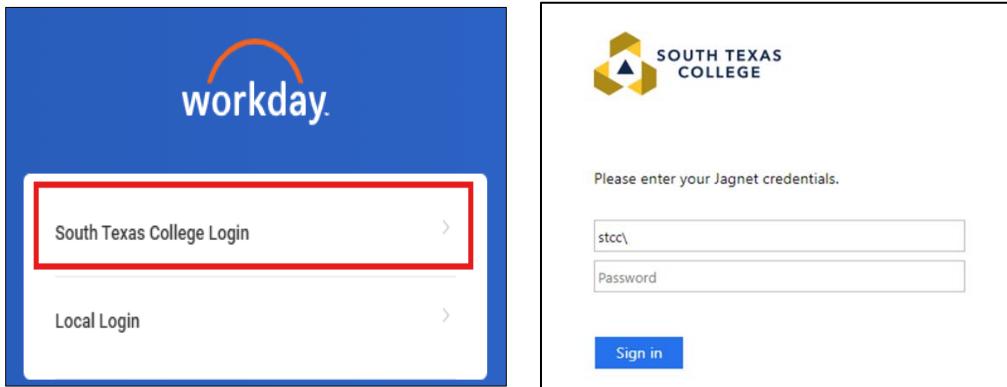


To Edit/Delete an Unmatched Time Clock Event (Supervisors Only)

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

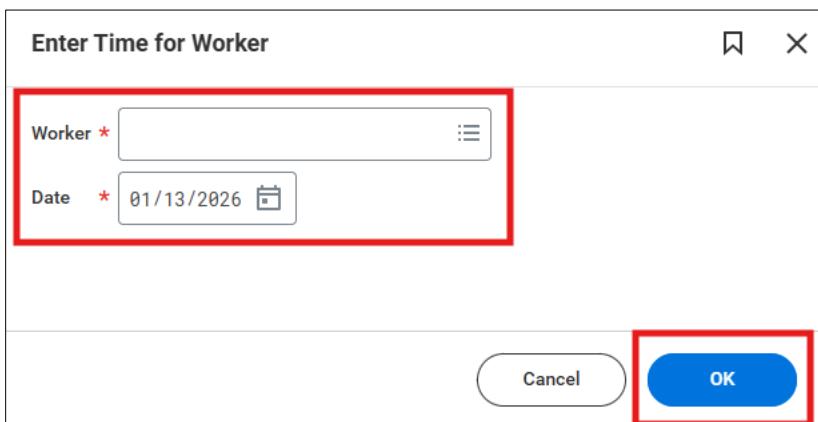
1. Log into Workday and enter your credentials.



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



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



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
<p>Unmatched Check-out 1:31pm Needs Attention</p>			

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 X

01/12/2026

Time Type * X Worked Time :≡

In * *

Out * 01:31 PM *

Out Reason * Out ▼

Hours 0

Details

Grant :≡

Cost Center :≡

Location :≡

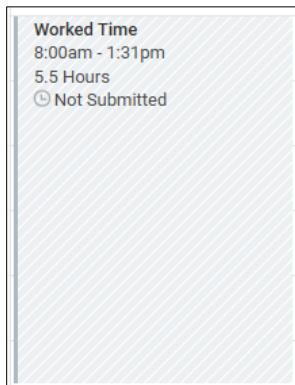
Program :≡

Comment :≡

Delete Clock Event

Cancel OK

6. 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

1. 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.

Today < > Jan 12 – 18, 2026 ▾

Mon, 1/12	Tue, 1/13	Wed, 1/14	Thu, 1/15	Fri, 1/16	Sat, 1/17	Sun, 1/18
Hours: 5.5	Hours: 9.5	Hours: 9.25 Unmatched Check-out 5:12pm Needs Attention	Hours: 9	Hours: 4.5	Hour: 0	Hours: 0

Pay date
12/22/2025 - 01/04/2026

Time Period End
01/05/2026 - 01/18/2026

Week ▾ Actions ▾

Summary
Jan 12 – 18, 2026

	37.75
Regular	0
Overtime	0
Holiday	0
Paul Time Off	0
Leave Paid - College Closed	0
On-Call	0
Total	37.75

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

Correct Unmatched Event

01/14/2026

Time Type *

In *

Out *

Out Reason *

Hours 0

Details

Grant

Cost Center

Location

Program

Comment

Delete Clock Event

Cancel OK

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

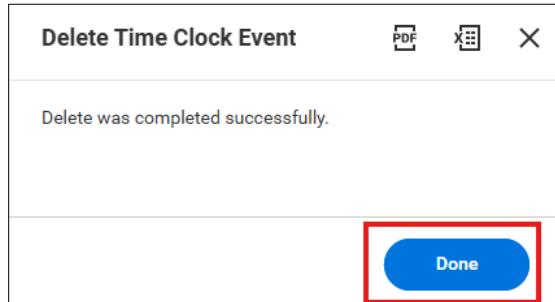
Delete Time Clock Event

████████ - 01/14/2026 5:12 PM - Out

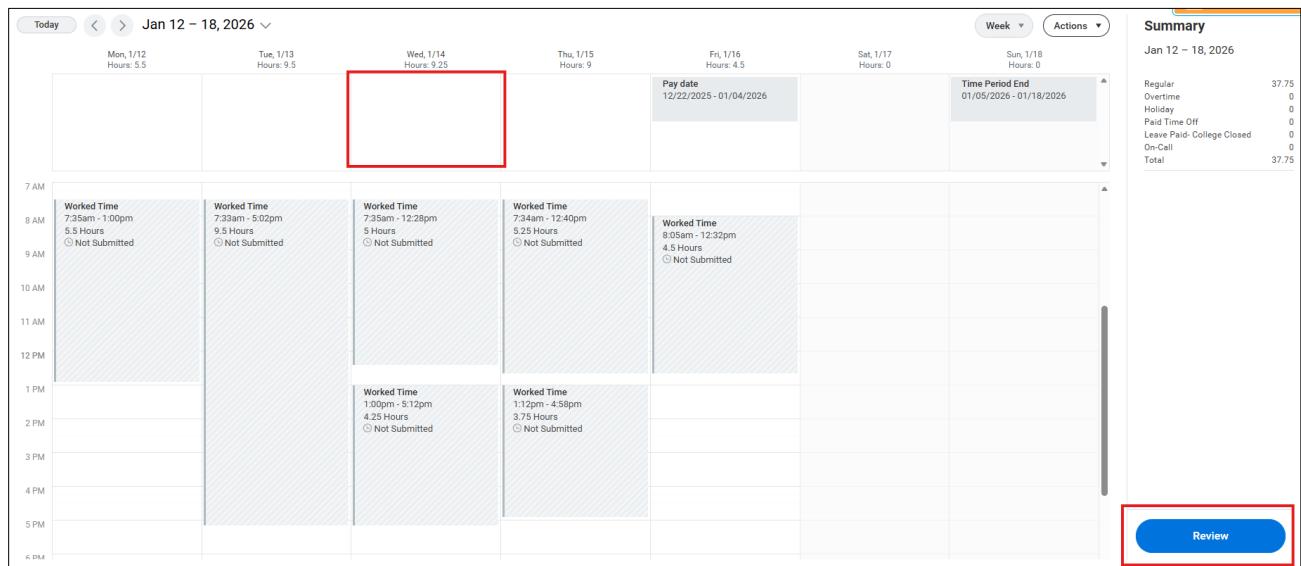
Do you want to delete this time clock event?

Cancel OK

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.



The screenshot shows a weekly time clock summary for the week of Jan 12-18, 2026. The summary table on the right shows a total of 37.75 hours worked. The main grid shows daily work logs. The 'Review' button is highlighted with a red box in the bottom right corner of the grid area.

Day	Hours Worked	Pay Date	Time Period End
Mon, 1/12	Hours: 5.5		
Tue, 1/13	Hours: 9.5		
Wed, 1/14	Hours: 9.25		
Thu, 1/15	Hours: 9	12/22/2025 - 01/04/2026	
Fri, 1/16	Hours: 4.5		01/05/2026 - 01/18/2026
Sat, 1/17	Hours: 0		
Sun, 1/18	Hours: 0		

Summary
Jan 12 – 18, 2026

Category	Hours
Regular	37.75
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid - College Closed	0
On-Call	0
Total	37.75