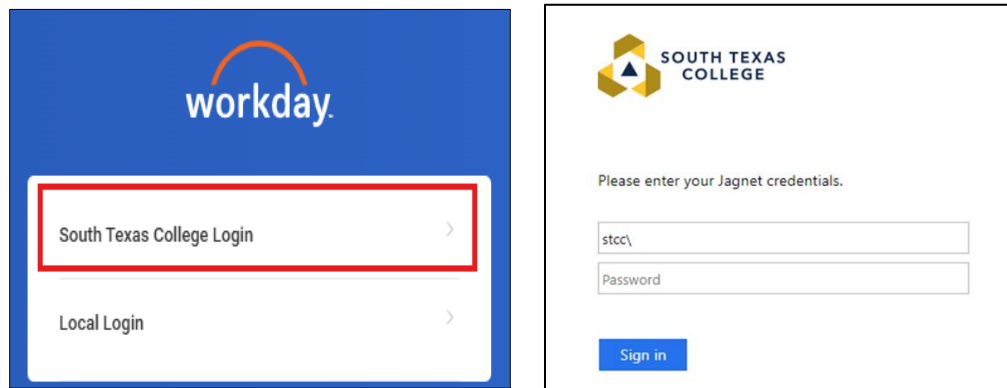# To Edit/Delete an Unmatched Time Clock Event (Supervisors Only)

When an employee submits an **Electronic Time Adjustment Request Form** (ETARF), the supervisor <u>must manually</u> enter the hours on the employee's time calendar in Workday <u>after</u> the ETARF has been approved.
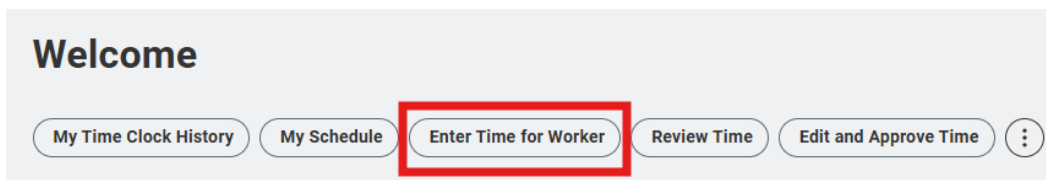
To Edit an Unmatched Check-in/out Time Block Event
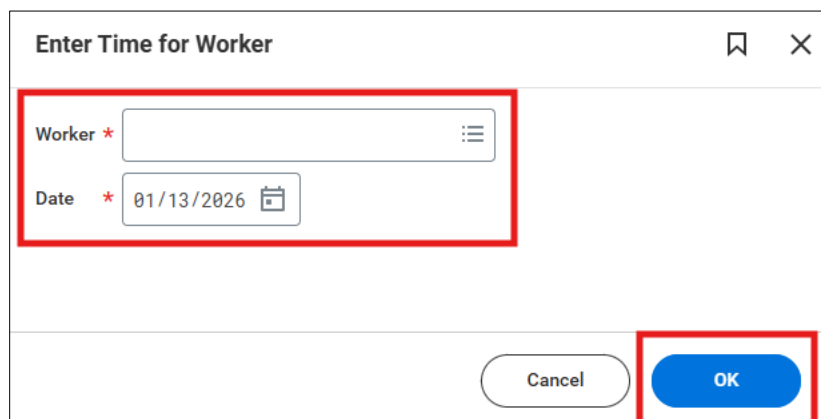
1. Log into Workday and enter your credentials.

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
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   [   ]
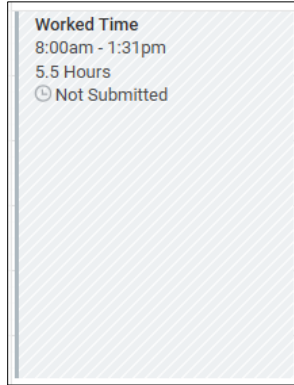
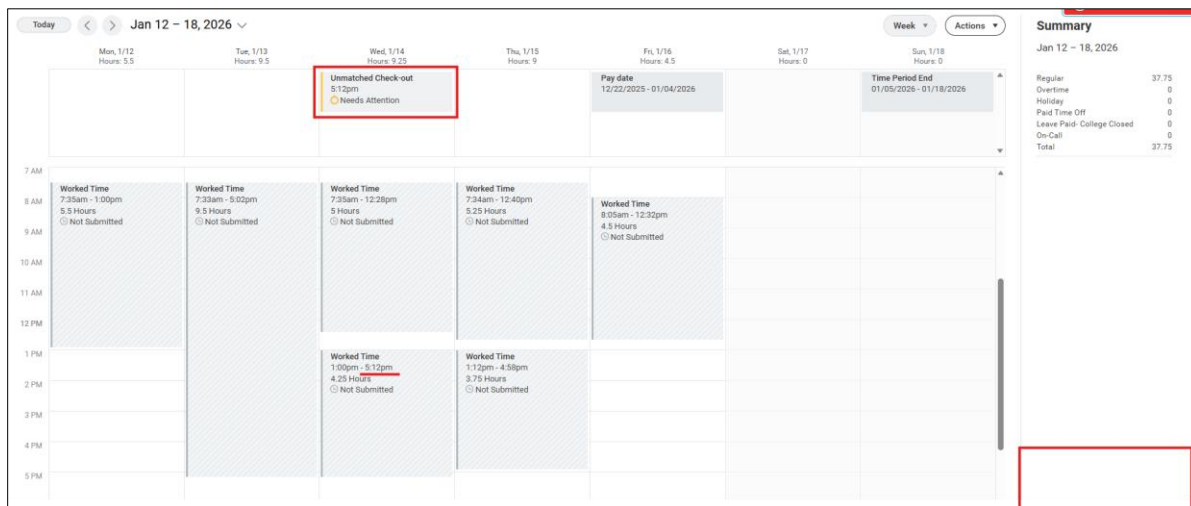(Delete Clock Event)

              (Cancel)   (OK)

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.

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

Correct Unmatched Event

01/14/2026

Time Type *	✕ Worked Time (•••)	☰
In *		
Out *	05:12 PM	
Out Reason *	Out	▼
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**.
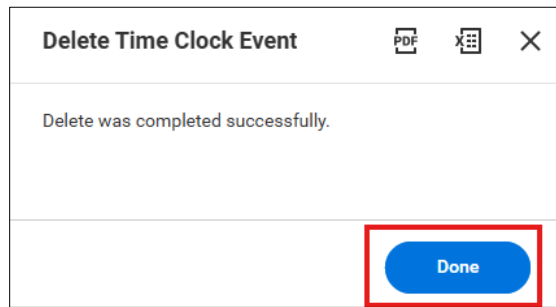
5. The unmatched event no longer appears and the Review button is now available for the employee to submit their time.