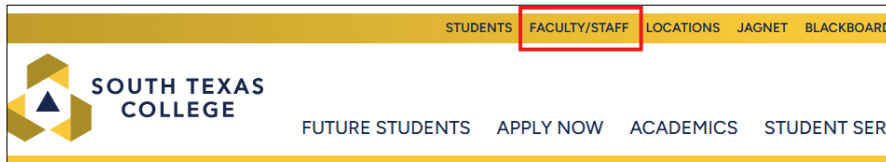# Filling and submitting an e-TARF

1. On STC's website click on **Faculty/Staff**.
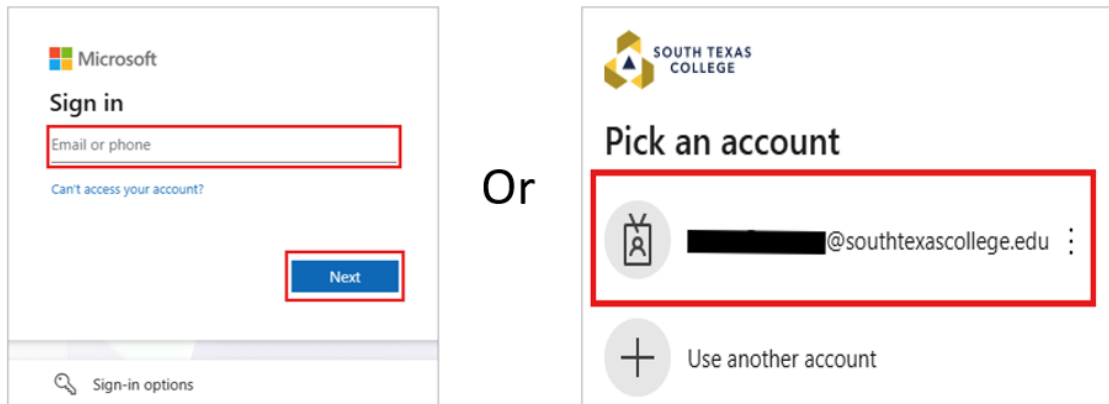

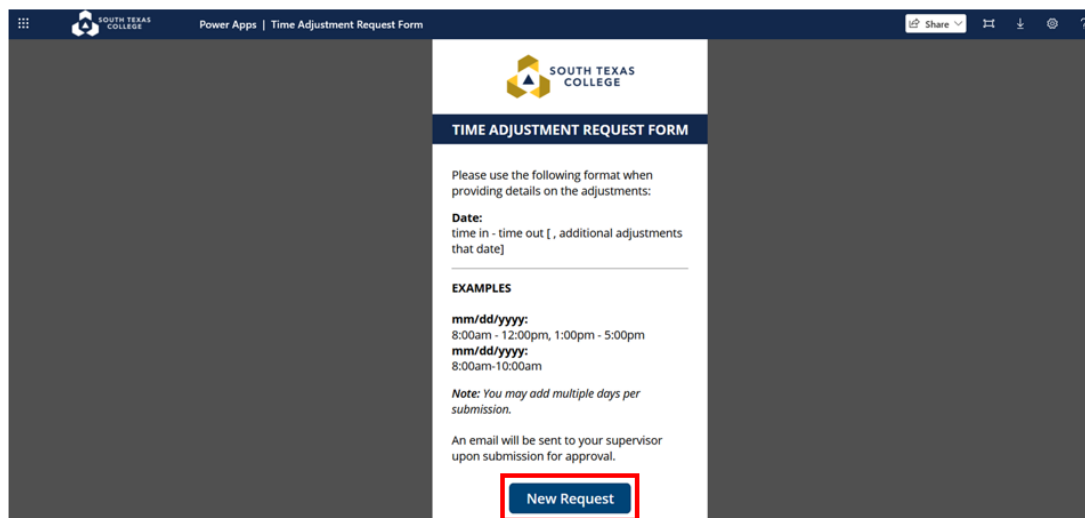2. **Under Resources for Faculty & Staff** click on **Workday Time** button.

3. **Under Resources** click on **Electronic Time Adjustment Request Form**.

4.   Enter your credentials. If your account is already displayed on the screen, you will select your account.


5.   You will be directed to the form in Power Apps. Click the **New Request** button.


6.   **Enter the required fields.** Attachments are optional but you can use this section to upload any conference schedules that you may have attended. Click on submit by clicking on the **check mark** at the top right corner of the form.

7.   To search for your Workday Employee ID click on the **Profile icon** on the upper right corner of your screen. Click on **View Profile** and your WD Employee ID will be displayed under **Job Details**.
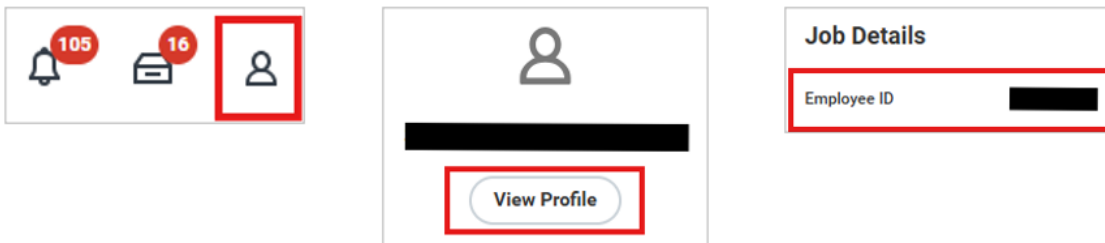
8.   You will know you successfully submitted the e-TARF when you see the following message at the upper left corner of your screen.
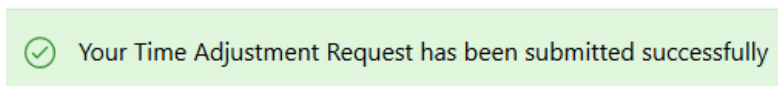
9. You will receive an **email confirmation** in Outlook from **SharePoint Administrator** notifying you that your time adjustment has been either *approved* or *rejected* by your supervisor.

Approved

From	Subject	Received ▼
Sharepoint Administrator	**Time Adjustment Request: Approved**	Wed 11/12/2025 8:32 AM
	▬▬, Your Time Adjustment Request has been approved.	

Time Adjustment Request: Approved

SA Sharepoint Administrator
To ▬▬

▬▬,

Your Time Adjustment Request has been approved.

Comments, if any:

Submission Info
Dates - 2025-11-11 to 2025-11-11
Time Adjustments - 11/11/2025 1:30 - 5:30pm
Reason: forgot to check back in from lunch.

Thank you.

It is your responsibility to ensure it is posted in Workday before reviewing and submitting your hours on your time calendar.

Rejected

From	Subject	Received ▼
Sharepoint Administrator	**Time Adjustment Request: Rejected**	Wed 1/15/2025 8:29 AM
	▬▬ Your Time Adjustment Request has been rejected.	

Time Adjustment Request: Rejected

SA Sharepoint Administrator
To ▬▬

▬▬

Your Time Adjustment Request has been rejected.

Comments, if any:

Submission Info
Dates - 2025-01-14 to 2025-01-14
Time Adjustments - 01/14/2024: 5:30am
Reason: forgot to check-out

Thank you.

Please check the comments if provided in the email you received from SharePoint Administrator or inquire with your supervisor the reason why it was rejected. If a correction is needed, you will need to re-submit a new electronic time adjustment request form.

10.   This is the confirmation you will receive through **Microsoft TEAMS**. The Activity pane will open with the status of your e-TARF submission. It will notify you if your time adjustment request form has been approved or rejected by your supervisor.
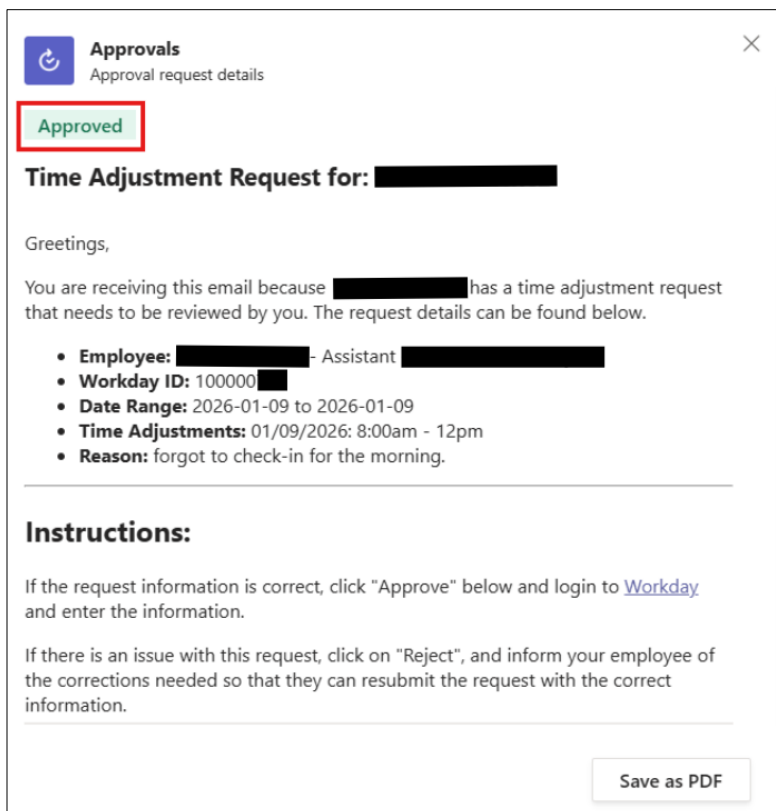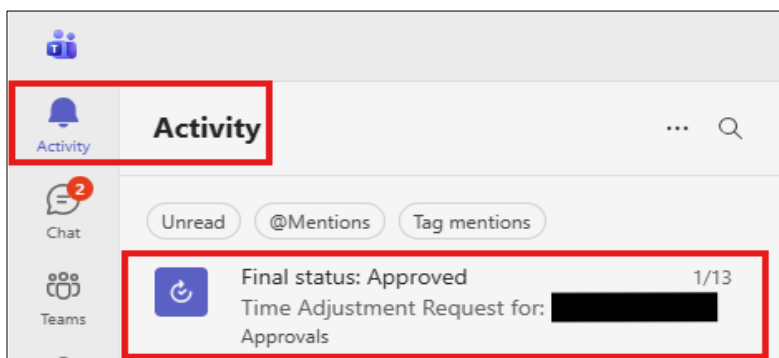
11. To verify time entry from your supervisor, click **Menu** on the upper left corner in Workday. Click on **Personal** and then click **Time**. You will be directed to the **Enter Time** worklet, select the week the adjustment will be applied to.
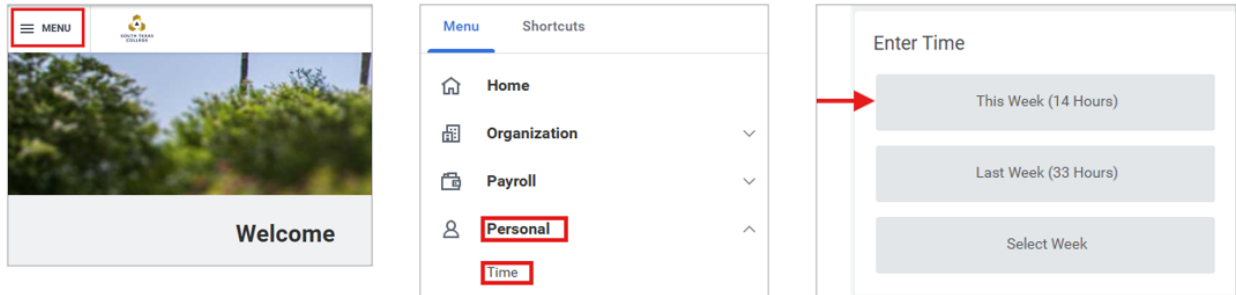
12. Hours display **Not Submitted**. Click the **Review** button.
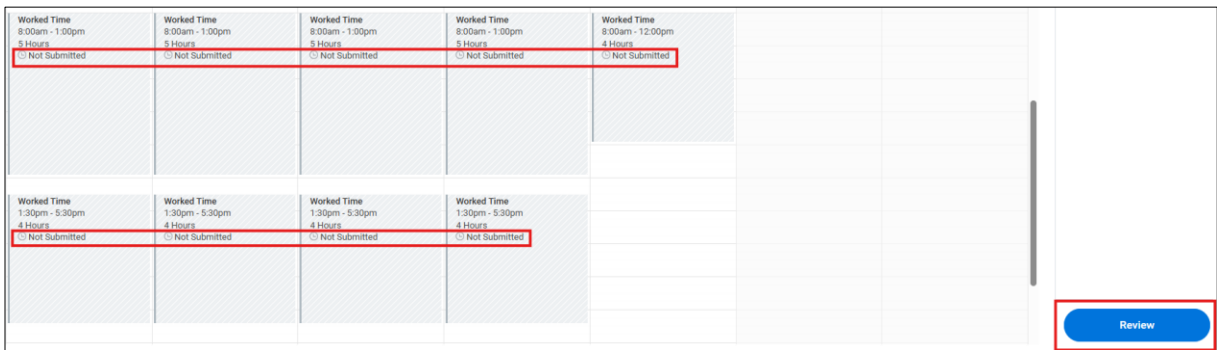
13. Review again all is correct. Add comment and click Submit.

14.   You will receive a message that your time has been submitted.

You have submitted
Up Next: ▆▆▆▆▆ | Time Entry: ▆▆▆▆▆▆▆▆▆ -
40 hours from ▆▆▆▆▆▆▆ - Approval by...

View Details

15.   Return to your time calendar. You will see that your time now displays **Submitted** and is ready for your supervisor to approve.

Worked Time 8:00am - 1:00pm 5 Hours Submitted	Worked Time 8:00am - 1:00pm 5 Hours Submitted	Worked Time 8:00am - 1:00pm 5 Hours Submitted	Worked Time 8:00am - 1:00pm 5 Hours Submitted	Worked Time 8:00am - 12:00pm 4 Hours Submitted
Worked Time 1:30pm - 5:30pm 4 Hours Submitted	Worked Time 1:30pm - 5:30pm 4 Hours Submitted	Worked Time 1:30pm - 5:30pm 4 Hours Submitted	Worked Time 1:30pm - 5:30pm 4 Hours Submitted	

16.   Once your supervisor approves your hours, the time block will be highlighted with a green bar on the left and a green check mark will appear next to **Approved**.

Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 1:00pm 5 Hours ✓ Approved	Worked Time 8:00am - 12:00pm 4 Hours ✓ Approved
Worked Time 1:30pm - 5:30pm 4 Hours ✓ Approved	Worked Time 1:30pm - 5:30pm 4 Hours ✓ Approved	Worked Time 1:30pm - 5:30pm 4 Hours ✓ Approved	Worked Time 1:30pm - 5:30pm 4 Hours ✓ Approved	

*Please keep in mind that the electronic time adjustment request form is a stand-alone system and is not connected to Workday. This means that your supervisor will need to make the correction on your time calendar in Workday.