

CORRECT STUDENT WORKER TIME

Student workers are not permitted to correct their own time entry or submission. As the approver, you can amend the time entry.

Edit a Time Clock entry

The student supervisor can edit a time clock entry if the student worker has incorrectly entered the time or position.

1. From the Workday Home Page, click the **Team Time** Worklet
2. Click **Time Clock History** in the **View** area
3. **Worker:** Enter the name of the Student Worker
4. **Date:** will default to the current date but can be changed.
5. Click **OK**.
6. Navigate to the time entry event.
7. Select one of the following: Edit Delete

Unmatched Clock Events 1 item					
Clock Event	Day of the Week	Date	Time	Time Zone	
Check-in	Monday	03/25/2019	08:44 PM	GMT-05:00 Eastern Time (New York)	Edit Delete

Matched Clock Events 0 items					
Clock Event	Day of the Week	Date	Time	Time Zone	
No Data					

- a. Click **Delete** Delete to remove the event.
- b. Click **Edit** Edit to modify the event.

8. Edit the **Time Clock Event** as needed:

- a. Date
- b. Time (In, Out)
- c. Time Type
- d. Position.

Note: When the **Position** is changed the time entry will then route to the student supervisor responsible for that position.

9. Click **OK**.

Edit Time Clock Event 8:44 PM - In Cancel

Worker *

Date * 03/25/2019

In * 08:44 PM

Time Zone GMT-05:00 Eastern Time (New York)

Event Type * Check-in

Time Type * Student - Hours Worked

Position DML-Gallery Monitor

Details

Cost Center

Location

Fund

Grant

Comment

OK Cancel

Correcting Unmatched Clock Events

Workday will display when a student forgets to either check in or check out creating an unmatched clock event. The student supervisor can add the missing entry to complete the student's timecard.

1. From the Workday Home Page, click the **Team Time** Worklet
2. Click **Time Clock History** in the **View** area
3. **Worker:** Enter the name of the Student Worker
4. **Date:** will default to the current date but can be changed.
5. Click **OK**.
6. Click **Add Clock Event**
7. Enter **Clock Event** information:
 - a. **Date:** Defaults to current date but can be changed
 - b. **Time:** Enter time of clock event

Add Clock Event

Worker *

Date * 03/25/2019

Time * 08:53 PM

Time Zone GMT-05:00 Eastern Time (New York)

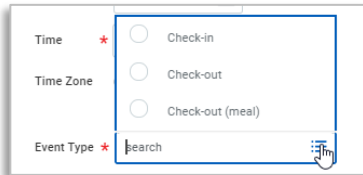
Event Type *

Details

Comment

OK Cancel

c. **Event Type:** Select **Check-In**, **Check-Out**, or **Check-out (Meal)**



The screenshot shows a web form for time entry. On the left, there are three labels: 'Time', 'Time Zone', and 'Event Type', each followed by a red asterisk. To the right of these labels is a dropdown menu. The dropdown menu is open, showing three radio button options: 'Check-in', 'Check-out', and 'Check-out (meal)'. A blue rectangular box highlights the dropdown menu area. A mouse cursor is pointing at the bottom right corner of the dropdown menu.

8. Click **OK**.