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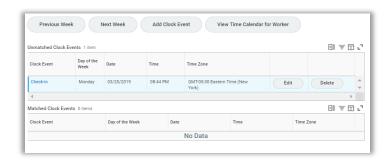
Student workers are not permitted to correct their own time entry or submission. As the approver, you can amend the time entry.

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

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.*
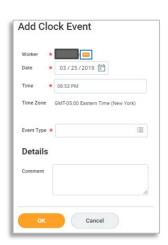
9. Click OK.

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.
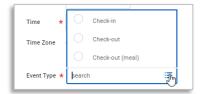
1. From the Workday Home Page, click the **Team Time** Worklet

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

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

8. Click **OK**.