

CORRECT STUDENT WORKER TIME

Student workers have the access to correct their own time entry or submission. As the approver, you can also 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 * [Worker Name] OK

Date * 03/25/2019 Calendar Icon

In * 08:44 PM

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

Event Type * Check-in

Time Type * X Student - Hours Worked

Position DNO, 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

Add Clock Event

Worker * [Worker Name] OK

Date * 03/25/2019 Calendar Icon

Time * 08:53 PM

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

Event Type * [Dropdown]

Details

Comment

OK Cancel

- b. **Time:** Enter time of clock event
- c. **Event Type:** Select **Check-In**, **Check-Out**, or **Check-out (Meal)**

Time * ☐ Check-in

Time Zone ☐ Check-out

Event Type * ☐ Check-out (meal)

Search

8. Click **OK**.

Review student workers hours and make adjustment

1. From the Workday Home Page, click the **Team Time** Worklet
2. Select **Enter Time for Worker**

Actions

Enter Time for Worker

3. Enter the student workers name.
4. Review the time card for the student.

Time	Worker 1	Worker 2	Worker 3
7 AM			
8 AM	Student - Hours W 8:00am - 11:00am 3 Hours: Gym Mor (+) Submitted	Student - Hours W 8:00am - 1:00pm 5 Hours: Counter I ✓ Approved	Student - Hours W 8:00am - 10:00am 2 Hours: Gym Mor (+) ✓ Approved
9 AM			
10 AM			
11 AM			
12 PM	Student - Hours W 12:00pm - 1:00pm		
1 PM			

- To edit existing time entered, select on the time block. You can change the In and Out times as well as the position.
- If there is a missing time block, you can click into the time block and add the In and Out time.
- If the time block needs to be deleted, click on the time block and select delete.
- After to make a change select submit.