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.

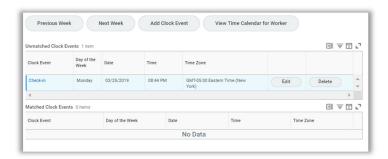
Edit a Time Clock entry

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

Edit

Delete

- 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:



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

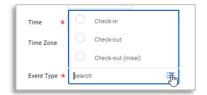
- From the Workday Home Page, click the Team Time Worklet
- 2. Click Time Clock History in the View area
- **3. Worker**: Enter the name of the Student Worker
- Date: will default to the current date but can be changed.
- 5. Click OK.
- 6. Click Add Clock Event
- 7. Enter Clock Event information:
 -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



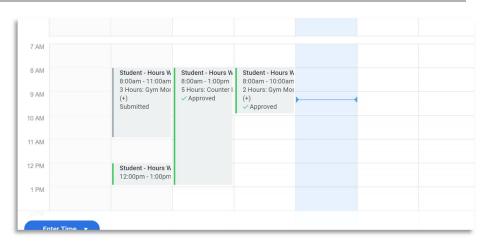
8. Click OK.

Review student workers hours and make adjustment

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



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



- 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.