

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 **View All Apps**, and select 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

Previous Week

Next Week

Add Clock Event

View Time Calendar for Worker

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.

The position of Student Worker should be edited to the correct position. If the hours are entered on the Student Worker position, the student will not get paid for those hours.

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 **View All Apps**, and select ick 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**

Edit Time Clock Event 8:44 PM - In Cancel

Worker * [Worker Name]

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 * Student - Hours Worked

Position DNU, Gallery Monitor

Details

Cost Center

Location

Fund

Grant

Comment

OK Cancel

Add Clock Event

Worker * [Worker Name]

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

7. Enter **Clock Event** information:

- Date:** Defaults to current date but can be changed
- Time:** Enter time of clock event
- Event Type:** Select **Check-In**, **Check-Out**, or **Check-out (Meal)**

The screenshot shows a form with three fields: 'Time' with a red asterisk, 'Time Zone', and 'Event Type' with a red asterisk. The 'Event Type' dropdown menu is open, showing three options: 'Check-in', 'Check-out', and 'Check-out (meal)'. A blue box highlights the dropdown menu, and a blue arrow points to the 'Check-out (meal)' option.

8. Click **OK**.

Review student workers hours and make adjustment

- From the Workday Home Page, click **View All Apps**, and select the **Team Time** Worklet.
- Select Enter Time for Worker

The screenshot shows a dropdown menu titled 'Actions'. Inside the menu, there is a button labeled 'Enter Time for Worker'.

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

The screenshot shows the Time Entry interface for a student worker. It displays a calendar view for the week of March 6-12, 2021. The interface includes a 'Time' column, a 'Date' column, and a 'Time Zone' column. A 'Time Entry' block is visible for the date March 10, 2021, showing a 'Check-out (meal)' event. The interface also includes a 'Summary' section on the right side, which shows the total hours for the week.

- 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.
- Select the Review button **Review** at the bottom right hand corner.
- Select the Submit button **Submit** on the Submit Time Summary to submit the time.