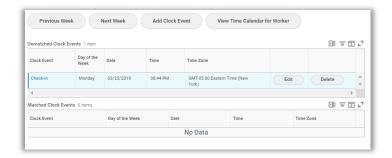
CORRECT STUDENT WORKER TIME

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.

- 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



- 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.

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.

- 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
- Worker: Enter the name of the Student Worker
- Date: will default to the current date but can be changed.
- Click OK.
- 6. Click Add Clock Event



Add Clock Event

★ 08-53 PM

Event Type 🕏

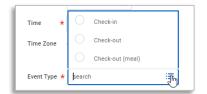
Details

GMT-05:00 Eastern Time (New York)

Cancel



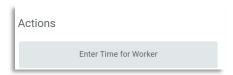
- 7. Enter Clock Event information:
 - a. Date: Defaults to current date but can be changed
 - b. Time: Enter time of clock event
 - c. Event Type: Select Check-In, Check-Out, or Check-out (Meal)



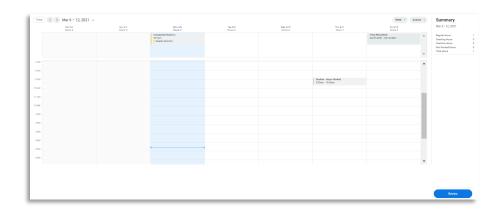
8. Click OK.

Review student workers hours and make adjustment

- 1. From the Workday Home Page, click **View All Apps**, and select 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.
- Select the Review button ____ at the bottom right hand corner.
- Select the Submit button on the Submit Time Summary to submit the time.

