

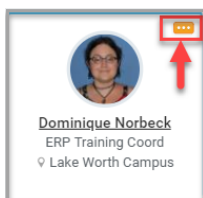
# Time: Correct/Enter Time for Worker

# Manager or Timekeeper

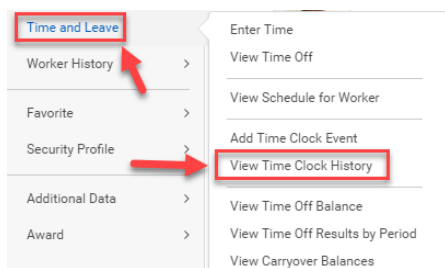


You can only enter/modify time for employees in your Org who are hourly

1. Follow the [Identify Your Place in the Organization](#) Job Aid to view your Org Chart.
2. Find the person you want to change their time. Click on the related actions button in the upper right-hand corner.



3. Hover over **Time and Leave** and click **View Time Clock History**

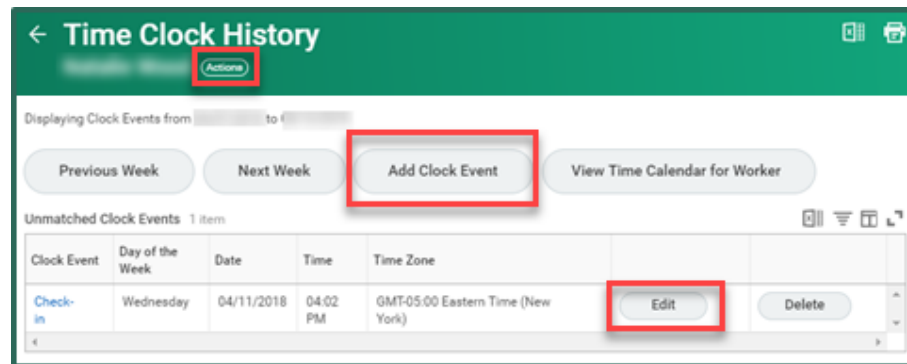


4. Click **OK**
5. Use these buttons to go to the correct week.

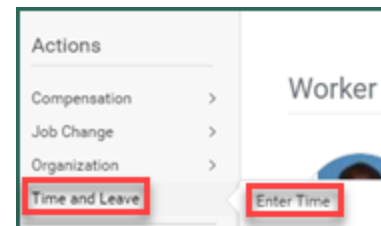


6. If there is an Unmatched Clock Events, make sure to **Add Clock Event** for the missing time. For example, someone checks in at 8am, but forgets to check-out for lunch. Click the Add Clock Event button and add the check-out for meal at 12pm.

Or if you need to fix the current time listed, you can Edit the current punch.



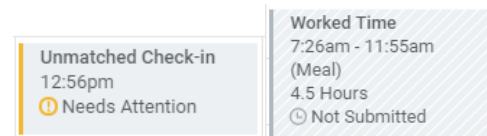
7. Click **Actions** below the page title on the upper left-hand side. Then, hover over **Time and Leave** and click **Enter Time**



8. Click **OK**
9. Use these arrows to go to the correct week.



10. Click on the time block to be updated.



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11. Update the required fields and then click **OK**

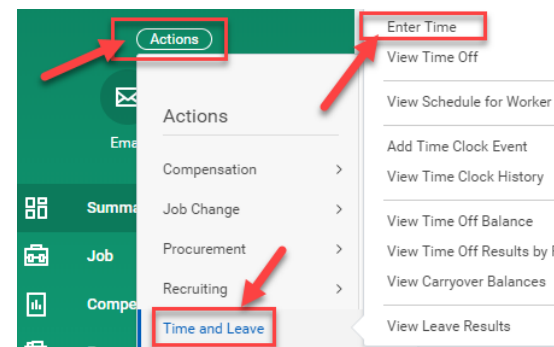
## Manually enter time

This feature should only be used when an employee misses both check in and check out punches. This is **not** a substitute for an employee checking in and out on a regular basis.

There are two ways to enter time for a worker.

### Option A:

1. Navigate to the employee in your Team and click on their picture. Click **Actions** button below their profile picture.
2. Hover over **Time and Leave** and click **Enter Time**



3. Click **OK**
4. Click on the day that you would like to enter time for. Fill in the required information. Then click **OK**.

5. Enter time for as many days as needed, then click **Submit** at the bottom of the page.
6. Review the totals and enter a comment for reason submitting time on behalf of the worker. Click **Submit** at the bottom of the page.
7. Click **Done**

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## Option B:

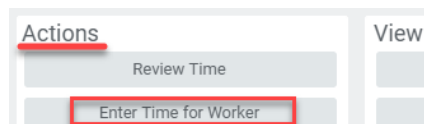
- From your Workday Homepage, click on your **Team Time** Worklet.



Team Time

**Note:** If you do not have the Team Time Worklet on your dashboard, review the [Add/Remove Worklets](#) Job Aid.

- Then click on the **Enter Time for Worker** button under *Actions*.



- Enter the name of the **Worker** within your ORG that you would like to enter time for. Then select the **Date** that you would like to enter the time for.

- Click on the day that you would like to enter time for. Fill in the required information. Then click **OK**.

- Enter time for as many days as needed, then click **Submit** at the bottom of the page.
- Review the totals and enter a comment for reason submitting time on behalf of the worker. Click **Submit** at the bottom of the page.

REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
9/29/17	Initial release	Cindy Franklin
10/9/17	ERP Team Approved	ERP Team
4/12/18	Completely revised and updated job aid	ERP Team
1/4/19	Updated images and verbiage. Rename Job Aid to the requested "Correct Time" from the "Enter Time"	DN, KI, ML
1/28/19	Rewrite and add images to Enter Time for Worker section. Change name of aid to Change/enter Time	DN, ML, KI