



VIEW TIME DETAILS

You will see your daily totals at the top of each day on the timecard.

1. On the Workday home page, click **Time** and select the week.
2. Click on a time block on the timecard.
3. Click the **View Details** button.
 - The **Reported** tab displays time entry details.
 - The **Calculated** tab shows how time is categorized such as regular, overtime, holiday and so on.
 - The **History** tab shows the audit trail related to the time entry such as when and who entered the punches, corrections, approvals etc.
4. After reviewing the details, click **Close**.

EDIT/CORRECT TIME ENTERED

Current Pay Period

You can add, delete or change all time types (*Approved, Submitted, Not Submitted, and Denied*) in the current pay period. When you submit a change, it goes to the supervisor for review and approval.

1. On the timecard, click the time block to be changed.
2. In the **Enter Time** box:
 - **To Edit:** Change a time block as necessary and click **OK**.
 - **To Delete:** Click **Delete** to erase the entire time block. Click **Delete** again to confirm.
3. Click **Submit** at the end of the pay period.

Retro Pay Period (payroll already run)

You can make changes to a previous pay period (on which payroll has already been run) using the same instructions from the above section. You will see a message that says that the period is unlocked for retro adjustments and that you need to contact your manager or Pay Rep except to submit your time for approval.

Some IMPORTANT variations to remember:

- You have to wait for the pay period to be unlocked for edits (which is about three days after the pay period ends).
- You can enter time and submit your time. However, it is **your responsibility** to let your Pay Rep or manager know that you have added, changed or deleted time retroactively so that they can approve your time.
- Retro edits can be processed after 8/1/2019.
- If you are correcting time prior to 8/1/2019, contact your manager or Pay Rep.

SUBMITTING TIME FOR APPROVAL

Employees should submit their timesheet to their manager or timekeeper for approval on a weekly basis.

1. Select the week in the pay period.
2. Review your weekly totals (upper right-hand corner). Click **Submit**, confirm the information and then click **Submit** again.



What happens if I do not submit my time? Your supervisor cannot approve unsubmitted time. By pay period end, review all time blocks on the timecard to confirm time has been submitted. Green flag on the time block indicates they are approved.



Security Warning: When you are finished, click your name on the top right corner and click **Sign Out**.

RELATED JOB AIDS

- [Request Time Off](#)
- [Correct Approved Time Off](#)

Have Questions? [See how to contact your Pay Rep.](#)