

How to Correct a Time Entry in Workday

This guide shows you how to correct a time entry in Workday for your direct reports, including adding, editing, and deleting time blocks, entering time off, and submitting a completed time card for approval.

Prerequisites

- You must have manager access with direct reports visible under the My Team worklet.
- Approved time off cannot be corrected directly; adjustments to approved time off require a separate form submitted to HR.

Step 1: Access the Workday homepage

Open Workday in your web browser. The homepage displays several worklets, including Dashboards, Inbox, My Team, Time Off, Time, Pay, Compensation, Performance, Team Time Off, Talent, Benefits, Personal Information, and Time Tracking Dashboard. Locate the My Team worklet to begin managing time for your direct reports.



Workday homepage with worklets including Dashboards, Inbox, My Team, Time Off, Time, Pay, Compensation, Performance, Team Time Off, Talent, Benefits, Personal Information, and Time Tracking Dashboard

Step 2: Select the direct report

Click the My Team worklet, then find the direct report whose time you want to correct (for example, Robert Thomas). Click the Related Actions icon (the small menu or three dots) next to the employee's name.

Step 3: Open the Time and Leave actions menu

Hover over Time and Leave in the Actions menu to reveal a submenu of available actions and reports, such as:

- Enter Time for Worker
- Review Time by Week for Worker
- Submit Time
- View Time Calendar
- Enter Time Off
- Correct Time Off
- View Time Off Balance
- View Time Off Results by Period
- View Calculated and Override Balances
- View Carryover Balances
- View Leave Results



Actions menu for a worker with the Time and Leave options expanded, showing available actions and reports

Step 4: Open the time entry screen

Click Enter Time for Worker from the submenu to begin correcting time for the selected employee.

Step 5: Select the date to correct

On the Enter Time screen for the employee, select the week and the specific date you want to correct, then click OK. The screen displays the days of the selected week, each with options to add time blocks.

The screenshot shows the 'Enter Time for Worker' interface in Workday. The header bar is blue with the Workday logo and the user 'Ginger Plahn (501200)'. Below the header, the title bar says 'Enter Time Robert Thomas (501215)'. The main content area shows the week 'Sep 13 - 19, 2015' and 'Total Hours: 0'. There are three sections for the days of the week: 'Sun, 9/13', 'Mon, 9/14', and 'Tue, 9/15'. Each section contains a table with columns: 'Time Type', 'In', 'Out', 'Out Reason', 'Quantity', 'Unit', and 'Position'. The tables are currently empty, showing 'No Data'. At the bottom left, there are 'Next' and 'Cancel' buttons. The 'Next' button is green and highlighted.

Enter Time screen for Robert Thomas, showing the days of the week and options to add time blocks

Step 6: Add a time block

Click the plus (+) symbol next to the day you want to correct (for example, Monday, 9/14). A new row appears for time entry.

Enter Time for Worker: x

workday

Ginger Plahn (501200)

← Enter Time Robert Thomas (501215)

Week: Sep 13 - 19, 2015

Total Hours: 0

Sun Mon Tue Wed Thu Fri Sat

0 0 0 0 0 0 0

Sun, 9/13

0 items

*Time Type	In	Out	On Reason	Quantity	Unit	Position
No Data						

Mon, 9/14

0 items

*Time Type	In	Out	On Reason	Quantity	Unit	Position
No Data						

Tue, 9/15

Next Cancel

Time entry grid with plus symbols next to each day for adding time blocks

Step 7: Enter time details

The Time Type field defaults to "Regular." If needed, click the menu to select a different time entry or time off code, then enter the In and Out times for the work period (for example, In: 07:58 AM, Out: 12:03 PM).

The screenshot shows a web application titled "Enter Time for Worker". It displays a list of dates from Monday, 9/14 to Thursday, 9/17. The first date, Monday, 9/14, is selected and shows a table with one row of time entry data. The table has columns for Time Type, In, Out, Out Reason, Quantity, Unit, and Position. The data row shows "Regular" as the Time Type, "07:58 AM" as the In time, "12:03 PM" as the Out time, "Out" as the Out Reason, "4.882233" as the Quantity, "Hours" as the Unit, and an empty Position field. The subsequent dates (Tue, 9/15, Wed, 9/16, and Thu, 9/17) show "No Data" in the table. At the bottom of the interface, there are "Next" and "Cancel" buttons.

*Time Type	In	Out	Out Reason	Quantity	Unit	Position
X Regular	07:58 AM	12:03 PM	Out	4.882233	Hours	

Mon, 9/14

Tue, 9/15

Wed, 9/16

Thu, 9/17

Next Cancel

Time entry row with fields for Time Type, In, Out, Out Reason, Quantity, Unit, and Position

Step 8: Select the Out Reason

Click the drop-down arrow in the Out Reason field and select the appropriate reason for the end of the work block (for example, "Meal" for a meal break). If the block ends for any reason other than a meal break, select "Out" as the reason.

The screenshot shows a web application titled "Enter Time for Worker". It displays a list of dates from Monday, 9/14 to Thursday, 9/17. For Monday, 9/14, there is one time entry row. The row has the following data: *Time Type: Regular, In: 07:58 AM, Out: 12:03 PM, Out Reason: Meal (selected from a dropdown), Quantity: 4.082333, Unit: Hours, and Position: (empty). The other dates (Tue, 9/15, Wed, 9/16, Thu, 9/17) show "No Data". At the bottom, there are "Next" and "Cancel" buttons.

Date	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
Mon, 9/14	Regular	07:58 AM	12:03 PM	Meal	4.082333	Hours	
Tue, 9/15	No Data						
Wed, 9/16	No Data						
Thu, 9/17	No Data						

Time entry row with Out Reason set to "Meal"

You can add additional time blocks for the same day by clicking the plus (+) symbol again and filling in the new row as needed.

Step 9: Remove an incorrect time entry row

To delete a time entry row, click the minus (–) sign to the left of the row you want to remove. This immediately removes the selected time block from the day.

The screenshot shows a web application titled "Enter Time for Worker". It displays a time entry grid for Monday, 9/14. The grid has columns for Time Type, In, Out, Out Reason, Quantity, Unit, and Position. A minus sign is being clicked on the first row to remove it. The grid shows three rows of data for Monday, 9/14, and two rows for Tuesday, 9/15, and Wednesday, 9/16. The first row for Monday, 9/14, is highlighted in blue and has a minus sign in the left margin. The second row for Monday, 9/14, is also highlighted in blue. The third row for Monday, 9/14, is highlighted in blue and has a minus sign in the left margin. The first row for Tuesday, 9/15, is highlighted in blue and has a plus sign in the left margin. The second row for Tuesday, 9/15, is highlighted in blue and has a plus sign in the left margin. The first row for Wednesday, 9/16, is highlighted in blue and has a plus sign in the left margin. The second row for Wednesday, 9/16, is highlighted in blue and has a plus sign in the left margin. The grid shows "No Data" for Tuesday, 9/15, and Wednesday, 9/16. At the bottom of the grid, there are "Next" and "Cancel" buttons.

	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
–	X Regular			Out	0	Hours	
–	Regular			Out	0	Hours	
–	Regular	07:58 AM	12:03 PM	Meal	4.083333	Hours	
+							
No Data							
+							
No Data							

Next Cancel

Time entry grid for Mon, 9/14, with the minus sign being clicked to remove a row. Fields shown: Time Type, In, Out, Out Reason, Quantity, Unit, Position.

Step 10: Correct or add a time block

Click in any In or Out column for the appropriate day to add or modify a time block. Enter the start and end times for the work period – for example, In: 12:58 PM and Out: 05:05 PM for an afternoon shift – and select the appropriate Out Reason (for example, "Out" for end of shift). Workday automatically calculates the hours worked. You can correct time entries for the current pay period or the previous pay period, except for approved time off.

	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
+	Regular	12:58 PM	05:05 PM	Out	4.116667	Hours	
-	X Regular	07:54 AM	12:03 PM	Meal	4.083333	Hours	

Tue, 9/15

0 items

	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
No Data							

Wed, 9/16

0 items

	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
No Data							

Thu, 9/17

Next Cancel

Time entry grid showing the editing of In and Out times for Mon, 9/14. Afternoon block being entered: In 12:58 PM, Out 05:05 PM, Out Reason "Out".



Note: Once time off has been approved, it cannot be edited directly on the time card. To adjust approved time off, submit a time adjustment form to HR, available on Pulse.

Step 11: Enter time off for an associate

On the same Enter Time screen, click the plus (+) symbol for the day you want to enter time off. In the new row, click the Time Type menu and select the appropriate time off code (for example, "PTO Unscheduled" for a sick day).

The screenshot shows the 'Enter Time for Worker' application interface. It displays a list of days for time entry. The first day shown is 'Mon, 9/14' with 2 items. The second day is 'Tue, 9/15' with 1 item. The third day is 'Wed, 9/16' with 0 items and a 'No Data' message. The 'Tue, 9/15' section shows a table with columns: *Time Type, In, Out, Out Reason, Quantity, Unit, and Position. A new row is being added, and the 'Time Type' menu is open, showing 'PTO Unscheduled' selected. The 'In' time is 07:54 AM, the 'Out' time is 12:03 PM, and the 'Out Reason' is 'Meal'. The 'Quantity' is 4.15 and the 'Unit' is 'Hours'. The 'Position' is empty. At the bottom, there are 'Next' and 'Cancel' buttons.

*Time Type	In	Out	Out Reason	Quantity	Unit	Position
Regular	12:58 PM	05:05 PM	Out	4.116667	Hours	
X Regular	07:54 AM	12:03 PM	Meal	4.15	Hours	

*Time Type	In	Out	Out Reason	Quantity	Unit	Position
X PTO Unscheduled				0	Hours	

No Data

Next Cancel

Time entry grid for Tue, 9/15, with a new row being added and the Time Type menu being selected

Step 12: Enter the number of hours for time off

In the Quantity column, enter the number of hours the employee was scheduled to work that day (for example, enter "8" for a full day).

The screenshot shows a web application titled "Enter Time for Worker". It displays a time entry grid for three dates: Monday, 9/14; Tuesday, 9/15; and Wednesday, 9/16. Each date has a table with columns: *Time Type, In, Out, Out Reason, Quantity, Unit, and Position. For Monday, 9/14, there are two entries: one for "Regular" time from 12:58 PM to 05:05 PM with a quantity of 4.116667, and another for "Regular" time from 07:54 AM to 12:00 PM with a quantity of 4.35. For Tuesday, 9/15, there is one entry for "PTO Unscheduled" with a quantity of 8. For Wednesday, 9/16, the grid shows "No Data". At the bottom left, there are "Next" and "Cancel" buttons.

Date	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
Mon, 9/14	Regular	12:58 PM	05:05 PM	Out	4.116667	Hours	
	X Regular	07:54 AM	12:00 PM	Meal	4.35	Hours	
Tue, 9/15	X PTO Unscheduled				8	Hours	
Wed, 9/16	No Data						

Time entry grid for Tue, 9/15, with PTO Unscheduled selected and 8 hours entered in the Quantity column

Step 13: Save your changes

After entering or correcting time, click Next at the bottom left of the screen. Review your entries, then click Save to confirm and store the changes.

Step 14: Submit the time card for your associate

Once all time entries for the week are complete, submit the time card on behalf of your associate. Return to the Workday homepage, click the My Team worklet, and click the Related Actions icon next to the associate's name. Hover over Time and Leave and select Submit Time from the submenu.

	*Time Type	In	Out	Out Reason	Quantity	Unit	Position
Mon, 9/14	Regular	12:58 PM	05:05 PM	Out	4.116667	Hours	
	Regular	07:54 AM	12:00 PM	Meal	4.15	Hours	
Tue, 9/15	PTO Unscheduled				8	Hours	
Wed, 9/16	No Data						

My Team actions menu with "Submit Time" highlighted for Robert Thomas

Step 15: Select the week to submit

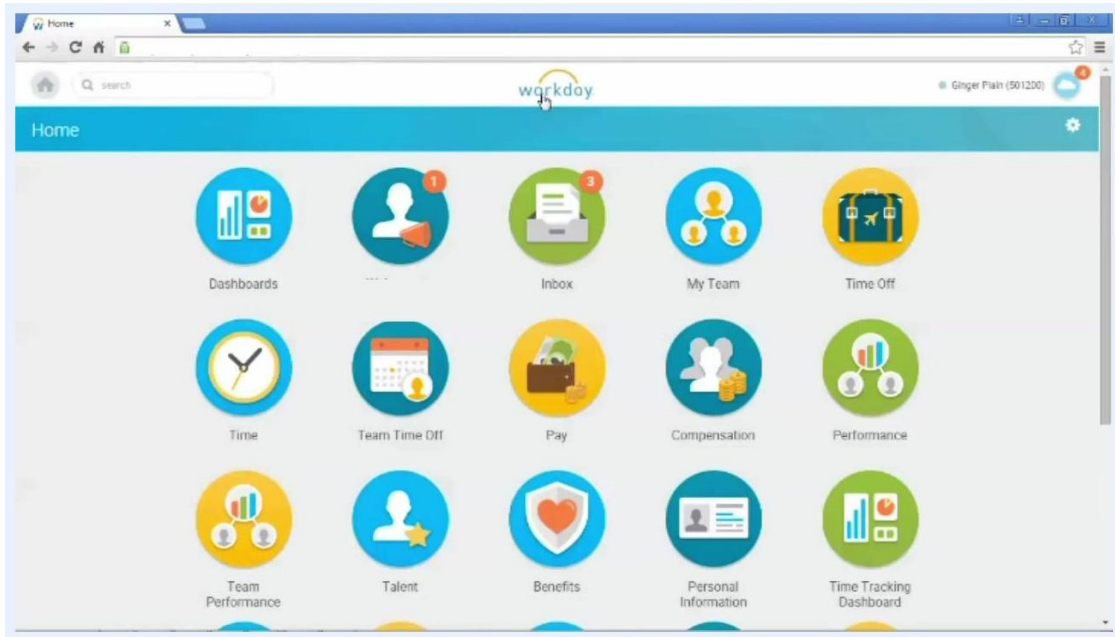
On the Submit Time screen, select the week you want to submit for approval, then follow the prompts to complete the submission.

Step 16: Review weekly totals before submission

Carefully review the totals for the week before submitting. The page displays the date range being submitted (for example, September 13 – September 19, 2015) and total hours for each category:

- Regular Time: 8.266667
- Overtime: 0
- Double Time: 0
- Time Off: 8
- Grand Total: 16.266667

Confirm that all hours worked and time off are accurately recorded, and optionally enter comments in the provided comment box.

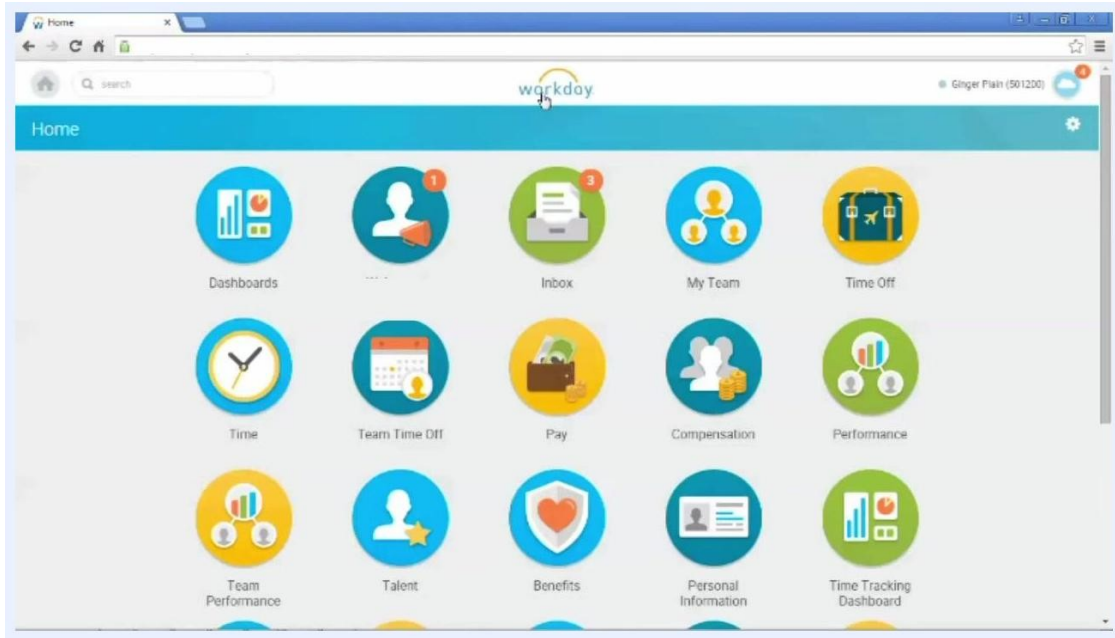


Submit Time screen showing weekly totals, the date range, and the Submit button being pressed

Step 17: Submit and approve the time card

Click the green Submit button at the bottom left of the screen, then press OK if prompted to confirm submission. As a manager, submitting the time card also approves it, so no additional approval step is required.

After submission, you return to the Workday home page, which displays the main worklets, including Dashboards, Inbox, My Team, Time Off, Time, Team Time Off, Pay, Compensation, Performance, Team Performance, Talent, Benefits, Personal Information, and Time Tracking Dashboard.



Workday home page showing all main worklets after time card submission

Summary

You have now completed the process of correcting, entering, and submitting time and time off entries for a direct report in Workday. Each action is accessible from the My Team worklet and the related actions menu, providing a streamlined workflow for time corrections. Remember that approved time off requires a separate adjustment form if changes are needed, and as a manager, your submission serves as the final approval for the time card.