Time Tracking: Entering & Correcting Employee Time
for WD Time Clock Users

Time Validation & Approval Process

Timekeepers and Managers can make corrections to employee time if necessary. Timekeepers validate employee time on Monday after paydays. After time is validated, Manager approve employee time on Tuesday. The time frame is short so any errors or corrections found on Mondays by Timekeepers will need to be fixed by Timekeepers. If errors are detected earlier and if there is time for the employee to fix errors, you may send the time sheet back to them.

Time & Leave Options from the Employee's Related Actions

Time Tracking: for WD Time Clock Users

Enter New Time on Behalf of a WD Time Clock User

From a worker's Related Actions:

1. Click **Time and Leave > Add Time Clock Event**.

2. Select **the date** for which you wish to enter time.

3. Enter **the time** of the clock in and select **Check In**

4. Click OK.

5. Repeat these steps to enter the Clock Out Time.

6. The employee will receive notification in Workday that time has been entered.

Submit Time on Behalf of a WD Time Clock User

From a worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.

2. Select **the date** you wish to view. Click OK.

3. Click **View Time Calendar for Worker.** Select date.

4. When calendar opens, click **Submit**.

5. The employee will receive notification in Workday that time has been submitted.

Adjusting Time Clock Time for Regular Time Worked

From the worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.

2. Select **the date** you wish to view & click OK.

3. Identify the time entry you wish to adjust.

4. Click **Edit** & edit the Time Clock Event.

5. Add a comment and click OK.

6. The employee will receive notification in Workday that time has been adjusted.

workday. **E D U C A T I O N**

Fixing an Unmatched Check In

From a worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.

2. Select **the date** you wish to view.

3. Under **Unmatched Clock Events**, find the unmatched event**.**
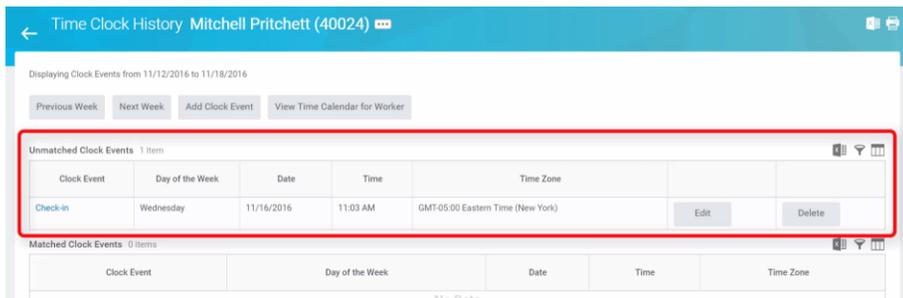
4. Click **Add Clock Event.**

5. Enter the correct **Time** and select the needed **Event Type**.

6. Enter a comment and click OK.

7. The employee will receive notification in Workday that time has been entered.

Correcting Supplemental Pay

From a worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.

2. Select **the date** you wish to view.

3. Click **View Time Calendar for Worker.**

4. In the calendar, click on the time entry to be edited.
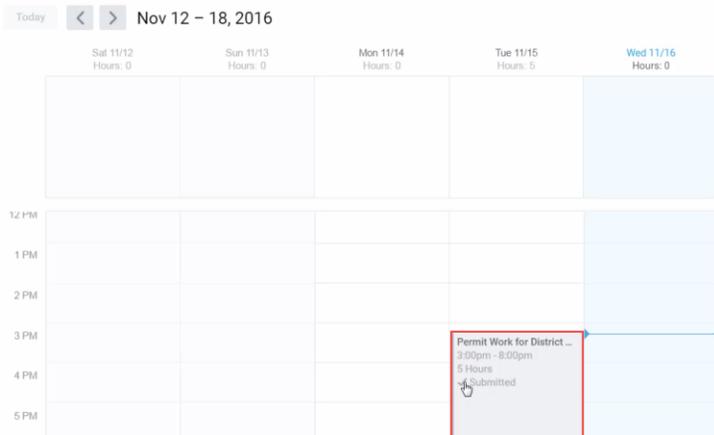
5. **Edit the details** of the entry as appropriate.

6. Click OK.

7. The employee will receive notification in Workday that time has been entered.