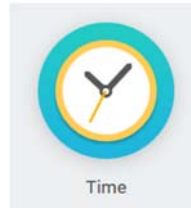


WORKDAY QUICK GUIDE

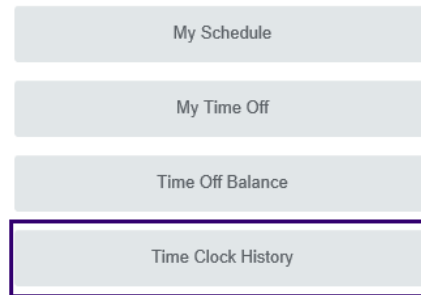
EDIT ACCU-TIME ENTRY IN WORKDAY

1. Select the **Time** Worklet.



2. Select **Time Clock History**.

View



3. Choose the time block you want to update, and select **Edit**.

Matched Clock Events 4 items

Clock Event	Day of the Week	Date	Time	Time Zone	Time Block
Check-in	Thursday	06/08/2017	05:00 AM	GMT-08:00 Pacific Time (Los Angeles)	Q

4. Edit the **Time Type** and/or the **Details** of the time block, as needed.

5. Select **OK**.

Event Type Check-in

Time Type *

Details

Cost Center

Cancel Meal Break

Earn Compensatory Time/Suspended Operations Makeup Time

UW Project

UW Task

UW Option

Comment

6. Select **Done**.

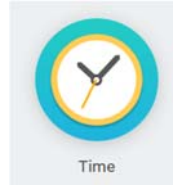
Edit Time Clock Event

Time clock data has been saved

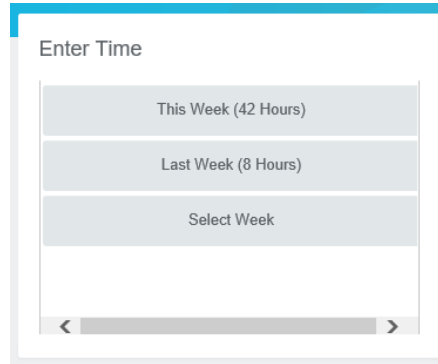
WORKDAY QUICK GUIDE

SUBMIT ACCU-TIME ENTRY IN WORKDAY

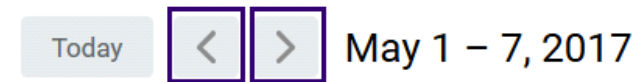
1. Select the **Time** Worklet.



2. Select **This Week**, **Last Week**, or **Select Week**.

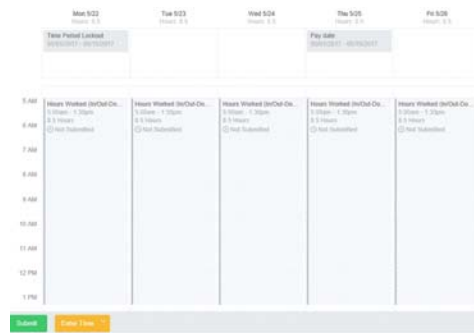


3. The weekly calendar opens. Use the forward or back arrow to submit time for a different week.



4. Review the **In** and **Out** time you entered to ensure it is correct.

If there is a mismatch, or if you forgot to enter time for a day worked, contact your Time and Absence Initiate to correct this.



5. Select **Submit**.



6. On the time certification page, select **Submit**.

