**EDIT ACCU-TIME ENTRY IN WORKDAY**

1. Select the **Time** Worklet.

2. Select **Time Clock History**.

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

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

5. Select **OK**.

6. Select **Done**.
## SUBMIT ACCU-TIME ENTRY IN WORKDAY

1. Select the **Time** Worklet.

2. In the Enter Time section, 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**.