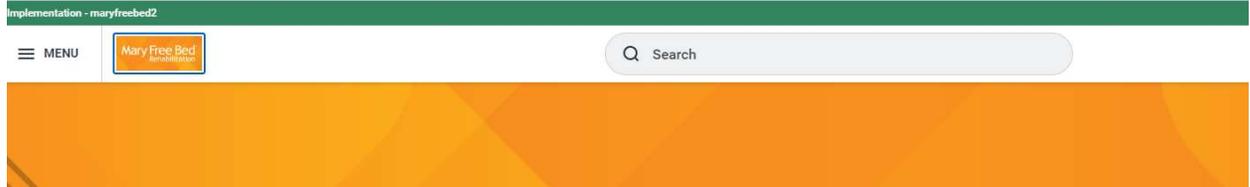


Manager- Modify or Delete a Worker's Time

From the worker's time entry calendar:

1. Log into Workday
2. Search Employees Name in Search Bar



3. Click on employees Name

People

A screenshot of an employee profile card. It features a circular profile picture of a woman with blonde hair. To the right of the picture, the name "Chelsea Bellmer" is displayed in blue, followed by the title "Employee" in grey. Below this, the text "Total Rewards Specialist | HR - Total Rewards_8215.1 (Dawn Boomers) | Mary Free Bed Rehabilitation Hospital Professional Building" is shown in grey. A small downward-pointing chevron icon is located in the top right corner of the card.

4. Click Actions
5. Go to Time and Attendance Dashboard
6. Click Enter Time
7. Click Pay Period Calendar

A screenshot of the "Enter Time" interface for Chelsea Bellmer. The interface shows a calendar for the period from November 17 to 30, 2024. The calendar is organized into a grid with columns for each day of the week. Each day's cell contains one or more time blocks with labels such as "PMLA", "PTO", and "Regular Pay", along with a checkmark and "8 Hours" or "8.5 Total Hours". A "Summary" panel on the right side of the calendar displays the following data for the period Nov 17 - 30, 2024:

Category	Hours
Regular	51
Holiday	9
Time Off	80

A "Review" button is located at the bottom right of the calendar grid.

8. Select a time block.
9. Select either **OK** or **Delete**.

Enter Time [Close]

11/22/2024

Status Submitted

Time Type * Regular Pay [More]

In * 08:00 AM

Out * 05:00 PM

Out Reason * Out [Dropdown]

Hours 9

Details

Cost Center * 6078 3M Therapy-IMR [More]

Comment Missed clocking

[View Details]

[Cancel] [Delete] [OK]

10. If you modified any details, select **Review**.
11. Select **Submit** to authorize the new information.
12. From the pop-up, select **View Details**.
13. Select the **Details and Process** arrow.
14. On the Details tab, under Reported Time Block or Calculated Time Block, select the magnifying glass icon's **Related Actions** to view more information.
15. Select the **Process** tab to view the approval status.