



Time Entry and Correction on Behalf of an Employee



The Time Entry and Correction on Behalf of an Employee tip sheet is for Managers, Timekeepers, and Time Tracking Administrators.

Enter or Correct Time on Behalf of Employee

As a manager, you can enter or correct time entries for employees on your team. Please note, this is the same process as correcting a time entry for an employee.

1. Beginning on the Workday home page, locate Your Top Apps. Select **View All Apps > Time and Absence**.

NOTE: To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

2. Select the **My Team's Time** tab.
3. In the **Tasks** column, select **Enter Time for Worker**.
4. In the **Worker** field, search for and select the name of the employee.
5. In the **Date** field, the time entry will default to today.
6. Select **OK**.
7. The **Enter Time** calendar displays. Approved time is green and pending time is gray.
8. Select the date for which you wish to enter or edit time. Select the Next arrow **>** to enter hours for the next week.
9. To delete a time entry, select the time block, and select **Delete**. Review the Delete Time Block dialog box and select **OK**.
10. If necessary, modify the **Time Type**.
11. Enter or edit the **Hours**.
12. Provide a **Comment**, if applicable.
13. Select **OK**.

NOTE: View Summary on the right for the hours entered for the week by type and total hours as time is entered.

14. Approved time displays green, Pending time is gray.
15. Select **Review**
16. Select **Submit**. The time entry will automatically approve.

College Specific Considerations

CCC	<ul style="list-style-type: none"> Only Regular Hours will be available on timesheets. Overtime pay is not given; hours over 40 in a week convert to Comp Time.
CNM	<p>Shift hours are entered for hours worked according to CNM shift hour policy. These hours are paid at a \$.42/hour premium.</p> <ul style="list-style-type: none"> Substitution hours in Time Tracking are for Instructional Support employees only. Hours worked as a substitute are entered on the timesheet and are paid according to CBA. Winter Work is used to track hours worked by non-exempt employees during the winter break. These hours will add to their Winter Hours balance to use after the pay periods they are earned. They can be requested to be used in Absence through June 30. Snow Day is used for essential personnel physically working on campus during a campus closure, such as inclement weather. This code adds the premium to hours worked during this period.
NNMC	<ul style="list-style-type: none"> Only Regular Hours will be available on timesheets. Regular hours over 40 in a week will be calculated at the overtime rate.
SFCC	<p>Employees that work shift hours (e.g., Security), will have the Swing and Graveyard Shifts available.</p> <ul style="list-style-type: none"> If employees work over 40 hours in a week and are paid overtime, hours need to be entered as Regular and the hours will be converted to FLSA overtime hours. If employees work over 40 hours per week and receive comp time in lieu of overtime pay, hours need to be entered as Regular In/Out (Compensation Time).