Correcting Unmatched Time Events

For Time Approvers and HR Partners

Quick Reference Guide

Steps for Correcting Time:

1. Click on the Team Time worklet.

2. Under the Actions section, click on Enter Time for Worker.

3. Fill in the Worker field with the name of the Worker by either typing it in, or by clicking on the Prompt icon and selecting from the respective drop down menu. Fill in the Date field.

4. Click OK.

Keep in mind

- Use the Team Time worklet if you want to make changes to the start and end times for a worker.
- Use this process to:
  - Add an Out Time if the worker did not check out
  - Add an In Time if the worker did not check in
  - Delete any check-ins or check-outs entered in error

Information needed

- CNET ID
- Password
- Worker name
- Date of unmatched time clock event (check-in or check-out)
5. On the top section of the time sheet, find the Unmatched Check-in or Unmatched Check-out. It will have an orange stripe and a “Needs Attention” indicator. Click on the event.

6. When the event opens up, fill in the appropriate fields based on the correction type you are making.
   - If the employee did work this time, adjust the In or Out fields to reflect their in or out time. This will create a time block that can be submitted and approved.
   - Select the appropriate Out Reason to adjust a worker’s time if they checked out for their Meal or the end of their work period.
     a. If necessary, select the correct position from the Position field menu to change the time block to the correct position.
   - If the employee did not work this time, and checked in or out in error, select the “Delete Clock Event” button at the bottom of the window.
7. Click **OK**.

8. Click **Submit** when you have completed correcting the unmatched event.