Correcting Time as a Timesheet User

For biweekly timesheet workers only

Quick Reference Guide

Steps for Correcting Time on your Timesheet:

1. Select the Time Worklet.

2. Under “Enter Time”, choose from one of the following options:
   - This Week: this option displays the timesheet for the current week
   - Last Week: this option displays the timesheet from last week
   - Select Week: this option allows you to view a timesheet from a specific week

Information needed

- CNET ID
- Password
- Workday website
- Must be a timesheet user

Keep in mind

- Timesheet users can correct their time as long as the time has not been paid.
- If any adjustments need to be made for previously entered time, you can access the Time worklet to review the timesheet, and make any corrections necessary.
- All corrections must be submitted again for approval.

Enter Time

- This Week (8 Hours)
- Last Week (40 Hours)
- Select Week
- Request Time Off
- Correct Time Off
3. The timesheet for the week selected will now display. Click on the time block for the day you are choosing to correct.

4. Once the time block displays, you can edit the In and/or Out fields to correct your time as needed. Click OK to return to the timesheet.
5. The corrected time block will now display on the timesheet. Click Submit to send the corrected time block to your Time Approver.

6. The next page will display showing the new total hours for the week prior to submission. Click Submit.
7. The confirmation page will display showing your adjusted hours have been submitted to your Time Approver. Click **Done**.

8. The timesheet page will display with your corrected time blocks showing a status of **Submitted**.