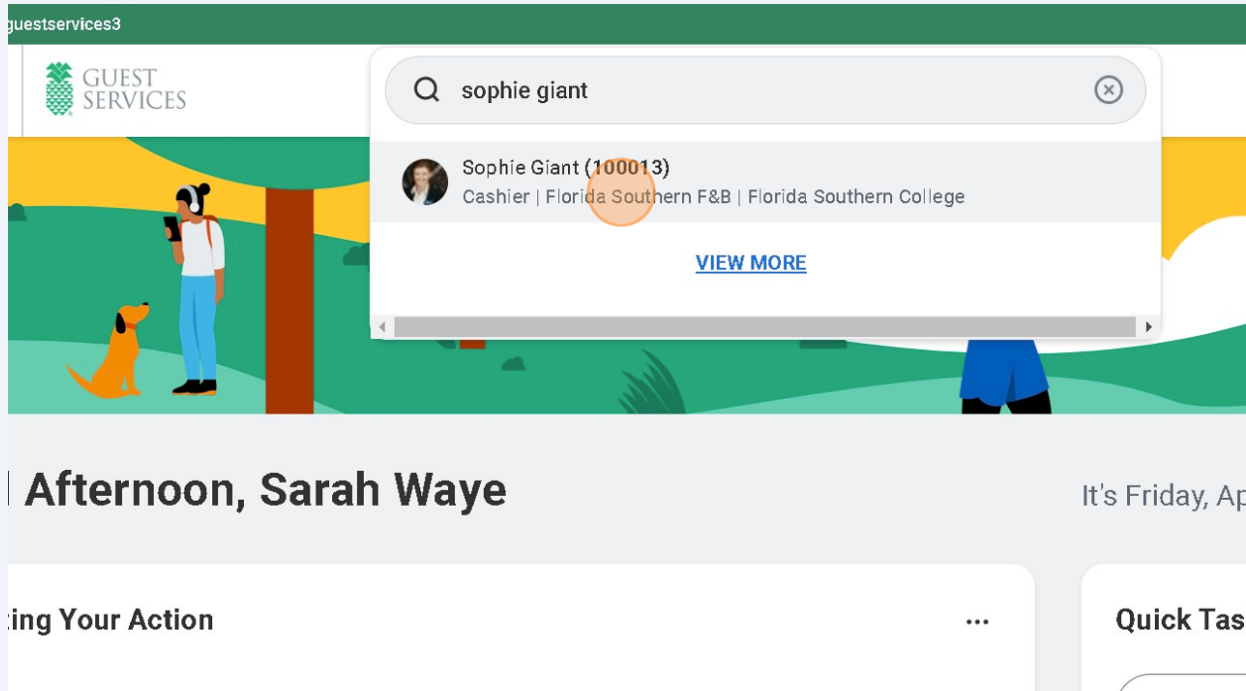


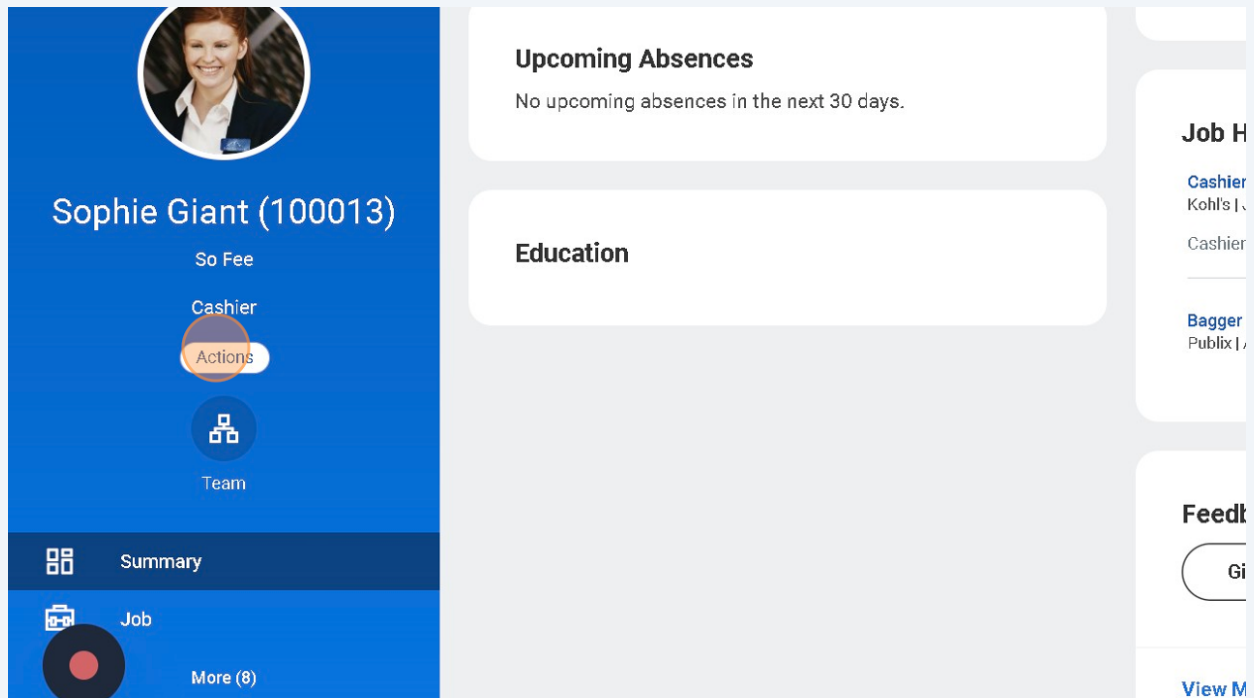
Enter and Adjust Time Sheet for Employee

1

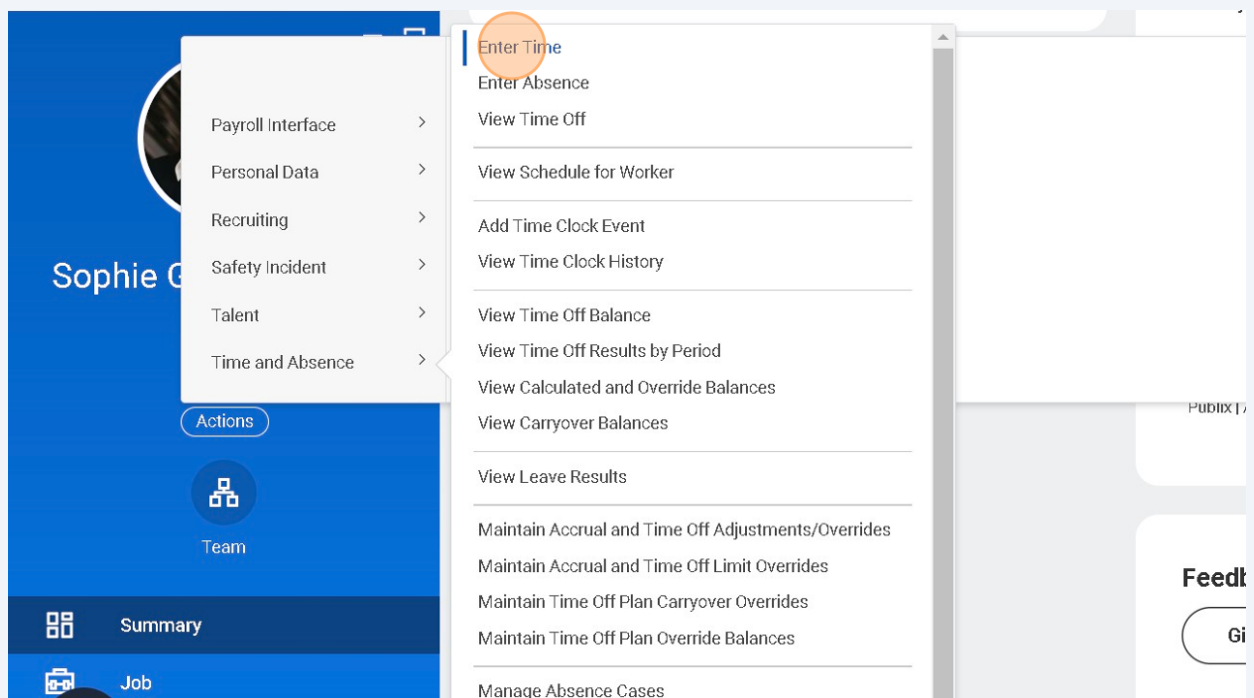
From the Workday homepage, search for the employee who needs time fixed or added.



2 From their profile, click "Actions"



3 Click "Time and Absence," then "Enter Time"



4

Choose a date in the week that needs to be fixed or added onto. Please note that this is *not* limited to the current pay period. Changes made to past pay periods will automatically update onto the employee's next check. The Payroll department does not need to be notified.

The screenshot shows the 'Enter Time for Worker' modal in the Guest Services system. On the left, a sidebar displays the employee's profile for Sophie Giant (100013), including a photo, name, ID, and roles (So Fee, Cashier). The main area of the modal contains a 'Worker' dropdown menu with 'Sophie Giant (100013)' selected and a 'Date' field with '04/12/2024' highlighted by an orange circle. At the bottom right of the modal are 'Cancel' and 'OK' buttons. The background shows a dark sidebar with a 'MENU' icon and a search bar containing 'sophie giant'.

5

Click "OK"

This is a close-up screenshot of the 'Enter Time for Worker' modal. It shows the 'Worker' dropdown menu with 'Sophie Giant (100013)' selected and the 'Date' field with '04/12/2024'. The 'OK' button is highlighted with an orange circle, indicating it should be clicked. The 'Cancel' button is also visible. The background is blurred, showing parts of the employee's profile and the system's sidebar.

6 Select the date that needs to be updated.

Enter Time Sophie Giant (100013) ...

today < > Apr 6 – 12, 2024 Week Actions

Sat, 4/6 Hours: 0	Sun, 4/7 Hours: 0	Mon, 4/8 Hours: 0	Tue, 4/9 Hours: 0	Wed, 4/10 Hours: 0	Thu, 4/11 Hours: 0	Fri, 4/12 Hours: 0
			Enter Time			Pay date 03/23/2024 - 04/05/2024

7 Fill out all required fields, as well as as any optional fields needed at the bottom of this menu, then click "OK." This is where you can change an employees pay rate, number of hours worked, which cost center to allocate, etc.

04/09/2024

Time Type *

In *

Out *

Out Reason

Hours *

Details

Cancel OK

Summary

Apr 6 – 12, 2024

Total Hours	0
Regular Hours	0
Time Off Hours	0
Overtime Hours	0
Differentials	0
Lumpsum Dollar Payments	0

8

If a check needs to be given prior to the next pay day, *work with HR to verify that deductions come out correctly*. If creating a final check, make sure the employee's termination date is correct in Workday. Remaining PTO is automatically paid out based on the termination date. Notify Payroll when the check is ready to be processed. Make sure to provide delivery instructions regarding whether the employee should receive a live check or direct deposit. If opting for a live check, include the address and FedEx or mail preference. If opting for direct deposit, keep in mind that it takes two business days to process.