Employees can make corrections to time entries in Workday.

**Note:**
Medical Center Team Members do not track time with Workday, instead continue to use KRONOS.

## Tasks

- **Before You Begin**
- **Correcting Time**

### Before You Begin

Corrections in Workday are limited to 30 days from the most recent payday.

Corrections cannot be made while payroll is processing.

Corrections are routed to your manager for approval.

For corrections beyond 30 days, you must complete a payroll timecard form, with your manager’s signature. Email the payroll timecard form to AskHR@virginia.edu

The deadline for all retroactive timecards is the Wednesday prior to the payroll processing week. If this deadline is met, the pay will be added to your next bi-weekly paycheck.
Correcting Time

1. From the Workday search feature, enter ‘Enter My Time’ and select the Enter My Time report.

2. Use the arrows to select the week for which you want to correct time.
   - If you click the drop-down icon next to the date you will get a calendar to define the week you wish to modify.
   - If time is not yet submitted:
     1. Click the hours for the day in question
     2. Make any corrections and click OK

Because the time is not yet submitted, it has not yet been approved, so there are no additional steps to be completed.
If time is submitted, but not yet approved:

3. Click the hours for the day in question

4. Make any corrections and click OK

Because the employee submitted the time, and the manager approved the already submitted time, the time needs to be resubmitted and reapproved.