
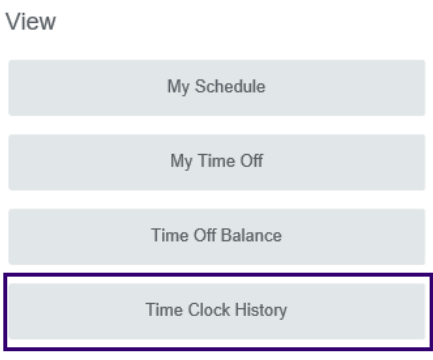
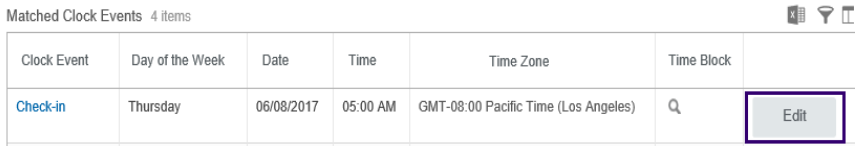
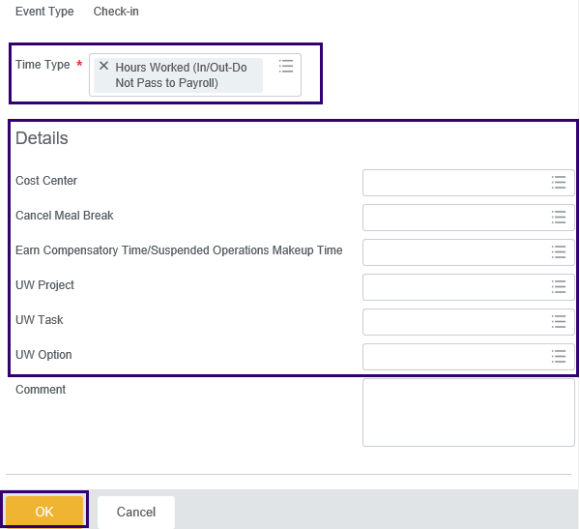


# WORKDAY QUICK GUIDE

## EDIT ACCU-TIME ENTRY IN WORKDAY

<p>1. Select the <b>Time</b> app from the Global Navigation Menu.</p> <p>(Menu &gt; Time)</p>													
<p>2. Select <b>Time Clock History</b>.</p>													
<p>3. Choose the time block you want to update, then select <b>Edit</b>.</p>	 <table border="1"> <thead> <tr> <th>Clock Event</th> <th>Day of the Week</th> <th>Date</th> <th>Time</th> <th>Time Zone</th> <th>Time Block</th> </tr> </thead> <tbody> <tr> <td>Check-in</td> <td>Thursday</td> <td>06/08/2017</td> <td>05:00 AM</td> <td>GMT-08:00 Pacific Time (Los Angeles)</td> <td>Q</td> </tr> </tbody> </table>	Clock Event	Day of the Week	Date	Time	Time Zone	Time Block	Check-in	Thursday	06/08/2017	05:00 AM	GMT-08:00 Pacific Time (Los Angeles)	Q
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<p>4. Edit the <b>Time Type</b> and/or the <b>Details</b> of the time block, as needed.</p> <p>5. Select <b>OK</b>.</p>													
<p>6. Select <b>Done</b>.</p>													