

Workday Quick Guide: Edit Accu-Time Entry

1. Go to the Global Navigation menu.  MENU

2. Select the Time app.



3. Select the Time Clock History option.

4. Choose the time block you wish to update and then select Edit.

Matched Clock Events 4 items 

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)	 

5. Edit the Time Type and/or the Details of the time block as needed.

6. Select Okay.

Event Type Check-in

Time Type *  Hours Worked (In/Out-Do Not Pass to Payroll) 

Details

Cost Center 

Cancel Meal Break 

Earn Compensatory Time/Suspended Operations Makeup Time 

UW Project 

UW Task 

UW Option 

Comment 

 Cancel

7. Select Done.