

Edit Time (Employee)

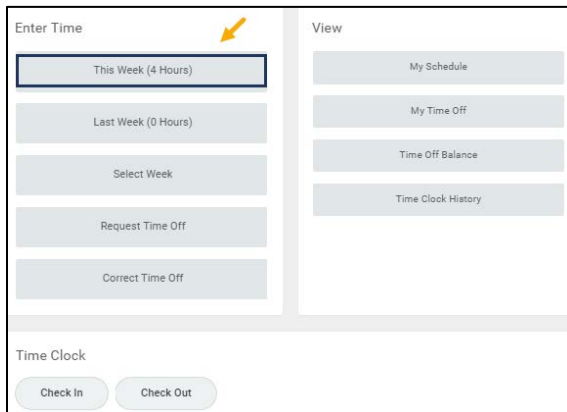
- Log on to [Single Sign-On](#) (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select Workday from the SSO Menu.
 - First time users can select the “New Employees – Set up your password” link on the home screen to establish a password.
 - For existing users who have forgotten their password, the “I forgot my password” link will guide you through the process of establishing a new password.

Steps

1. Click the **Time** worklet on your Workday Home page



2. Under Enter Time, click **This Week**



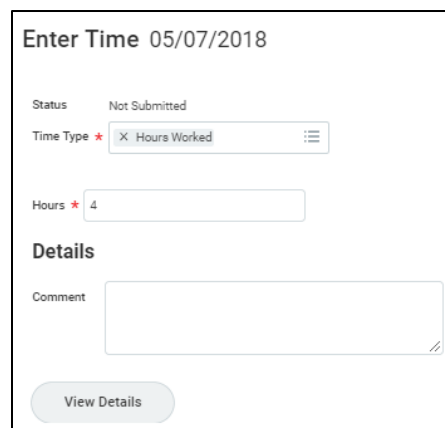
The **Time Calendar** will display



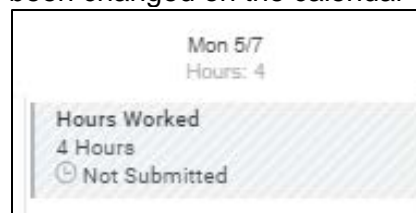
Notes:

- The number of hours already entered for the week will display
 - Alternatively, you can click **Last Week** or **Select Week** to navigate to a time frame other than the current week
3. Click on the Time Box for the Day / Date in which you need to correct time worked. A pop-up will display

4. Change the number of **Hours** worked for that date, and enter a comment explaining the change.



5. Click **OK**. You will see that the time has been changed on the calendar



6. Once all necessary updates have been made, click **Submit** at the bottom of the page. The **Submit Time** summary page will display.
7. Review the time entered, and enter any comments regarding edits
8. Click **Submit**

The request will be routed your manager for approval.

This completes the **Edit Time (Employee)** process.