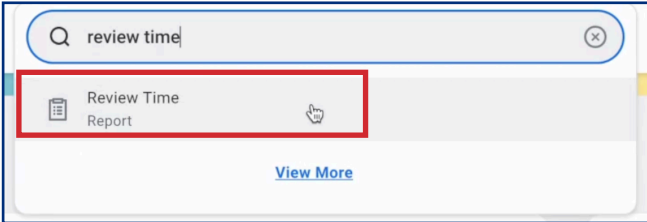


HOW TO CORRECT INCOMPLETE TIME ENTRIES ON TEAM MEMBER TIME CARDS

- 1. Log in to Workday > Type “Review Time” in the Workday Search Bar > Select the Review Time Report.
- 2. Click OK on the pop-up window.



Note: The number of team members with incomplete time entries is displayed above the 'Workers with Incomplete Time Entries' heading. Click to filter to show those team members only.

Review Time 01/01/25

Sep 21 – Oct 4, 2025

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

33 All Workers 1 Workers with Submitted Time 32 Workers with No Time Entered 8 Workers with Incomplete Time Entries

Time Period Summary 33 items

Worker Name	Incomplete Time Entries	Totals			Comments	Breakdown					Scheduled Weekly Hours
		Unsubmitted Time	Submitted Time	Approved Time		Regular	Overtime	Time Off	Holiday	On Call	
Team Member Tim	3	17.682221	0	0	Yes	17.682221	0	0	0	0	40
Team Member Sally	1	23.298056	0	0		23.298056	0	0	0	0	40

Note: The number of unmatched time clock events for each team member is shown under the *Incomplete Time Entries* column. Click the number to view more details about each time clock event, such as the date and time when the time clock event occurred.

- 3. Click on the team member's name > Click **Enter Time for Worker** on the next screen to access their time card.

Goodwill

Review Time

Enter Time Team Member Tim

Today < > Oct 5 – 11, 2025

Week Actions

Sum 1 Error and 4 Alerts

Oct 5 – 11, 2025

Regular 23.250556
Overtime 0
Time Off 0
Holiday 0
Total 23.250556

Unmatched Check-in 1:01:18pm Needs Attention

Pay date 09/21/2025 - 10/04/2025

4

Worked Time 8:30am - 12:30pm (Meal) 4:010556 Hours Not Submitted

Worked Time 8:30am - 12:30pm (Meal) 4:035 Hours Not Submitted

Worked Time 8:29am - 12:30pm (Meal) 4:011389 Hours Not Submitted

Worked Time 1:01pm - 3:22pm 2:354167 Hours Not Submitted

Worked Time 1:02pm - 3:19pm 2:278333 Hours Not Submitted

Worked Time 1:01pm - 3:35pm 2:556111 Hours Not Submitted

- 4. Click on the appropriate time entry.

5. Make all necessary corrections to the **Time In** and/or **Time Out** time

6. Confirm or change the **Out Reason**.

Note: Select “Out” if the team member clocked out to conclude their shift. Select “Meal” if the team member clocked out for a meal break.

7. Enter a comment to explain why the team member’s time card was edited. Ensure comments can be clearly understood by anyone who reads them (i.e, Human Resources).

8. Review all changes for accuracy > Click **OK**.

The screenshot shows a mobile application interface for correcting a time entry. The form is titled "Correct Unmatched Event" and includes the following fields and annotations:

- Time Type ***: A dropdown menu showing "X Worked Time".
- In ***: A time field showing "01:01:18 PM".
- Out ***: A time field showing "05:00:00 PM".
- Out Reason ***: A dropdown menu showing "Out".
- Hours**: A text field showing "3.978333".
- Details**: A section containing several dropdown menus:
 - Grant Awards**: Empty.
 - Region**: "X Retail District 9 ...".
 - Business Unit ***: "X Retail".
 - Cost Center**: "X 110109 Surprise Store ...".
 - Additional Worktags**: Empty.
- Comment ***: A text area containing "Team Member Tim forgot to clock out.".
- Delete Clock Event**: A button below the comment field.
- Cancel** and **OK**: Buttons at the bottom right of the form.

Red boxes and numbers 5 through 8 are overlaid on the form to highlight specific areas: 5 points to the In/Out time fields, 6 points to the Out Reason dropdown, 7 points to the Comment text area, and 8 points to the OK button.

Note: The team member’s time entry should no longer be flagged as “Incomplete”.

IMPORTANT! Remember to review, approve, and submit your team members’ time by 8:00 am MST on the Tuesday of the pay week for Payroll Processing. Submitted time is green and labeled “Approved”.