

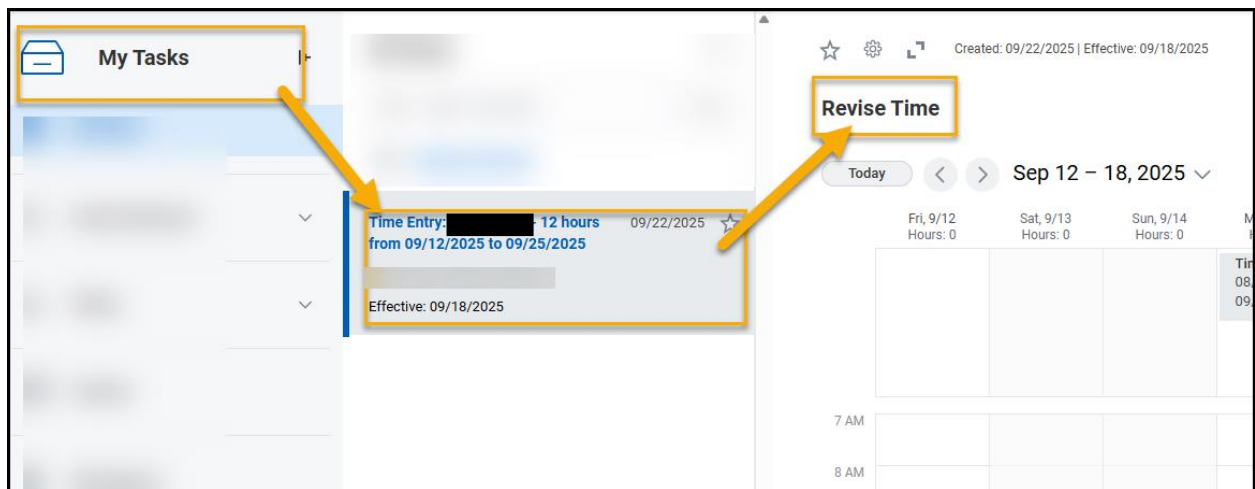


## Time Tracking: Revise Time Worked

This How-To Guide covers how to **revise time worked**.

### Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. If your **Manager/Timekeeper** sends back your submitted time for revision, you will receive a **Time Entry Action** item in your Workday **My Tasks** to **Revise Time**.



5. Select on the **Time Entry** action item to see details.
6. On the right side under **Revise Time**, scroll down to **Activity** to view the Manager/Timekeeper's comment about revising time.
7. The **time block** will now display as **Needs Attention**.
8. To revise a block of time, select the block in question. Make any edits that are needed based on the comments from your supervisor, then select **OK**.
9. The revised time will now display as **Not Submitted**.
10. Select the **Review** button (you may need to scroll down) to see a summary of the revised time entered.



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11. Select the **Submit** button to resubmit your time to the Manager/ Timekeeper for approval.

**Note:** You may also **delete** the block of time, if appropriate. Select the block of time worked based on Manager/Timekeepers' comment. Select **Delete** and then **OK**. Your time worked is now deleted.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.