

Workday Tip #1 Time Entry & Accruals

All Employees - 7/29/22

Human Resources Division

Workday Tip #1 – If you are using Time Accruals for an absence, you need to either adjust or delete your normal hours.

1. This can be done by clicking on the **Normal Hours** time block and . . .

• Adjust - Either change the number of hours worked OR,

Normal Hours 7 Hours O Not Submitted
Enter Time 07/19/2022
Status Not Submitted Time Type * × Normal Hours …
Hours * 7

• **Delete** - Click the **DELETE** button at the bottom.

View Details	
ок	Delete Cancel