# Back Hours in Workday

The employee you supervise forgot to log their hours in Workday, how do I fix it?

If the hours are for dates before **12/24/23**, these will have to be made as an adjustment by the payroll team, please reach out to payroll@gvsu.edu for assistance.

If the hours are for 12/24/23 or after, these hours can be added into Workday!

Time entry by employees should be completed by the end of the pay period Saturday at 11:59, supervisors should then verify all time and approve by Monday at 3pm.

You can tell it is the end of the pay period as it indicates "**Time Period End**" on the timecards in Workday.
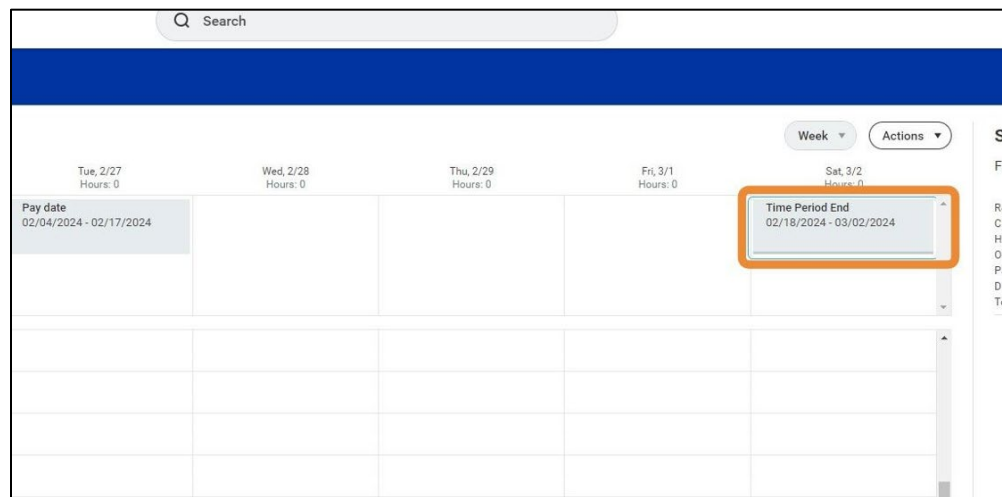


Review Hourly Pay Dates to see pay period start and end dates here.

These timecards lock at 9:00am on the Tuesday after the pay period so that the payroll team can process payroll, this is indicated on the timecards as the "**Time Period Lockout**".
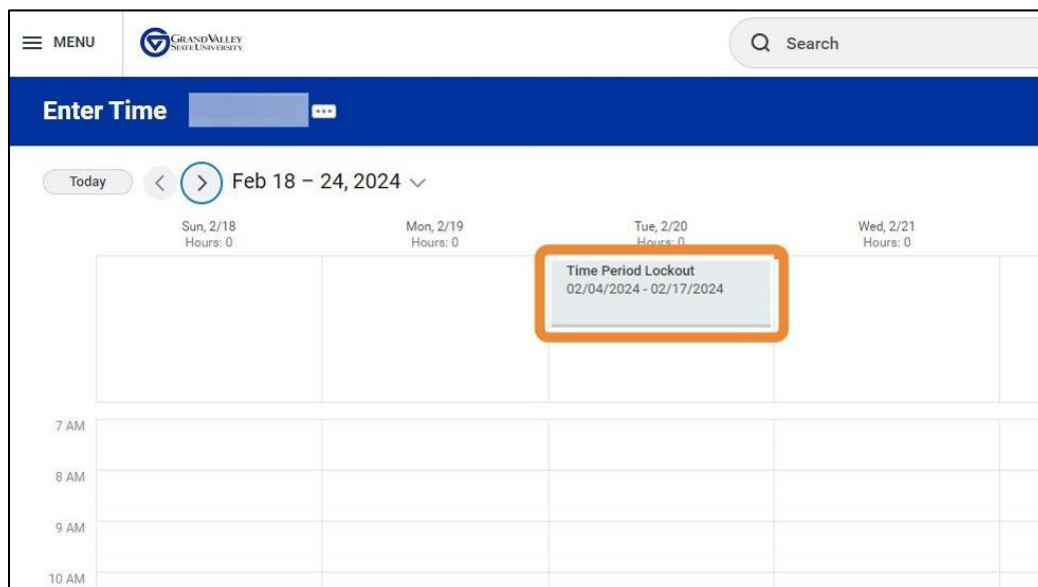
Timecards reopen the next Tuesday for supervisors to make corrections, this is also the Pay date for hourly employees as indicated on the timecard as "**Pay date**".



This past pay period is open for **one month** to enter any time that was missed. If it is past the month deadline, only a Timekeeper would be able to enter this time. If there is a Timekeeper in your department, they could enter this, or you could reach out to payroll@gvsu.edu for assistance.

To **enter time** for an employee, follow the job aid Manager: Enter Time for Worker.

For employees the Time Type should be "Regular" unless the employee is a **student**. For students the Time Type should be "Student Non-Work Study" or "Student Work Study" **not** "Regular".

Make sure when entering time for an employee's previous date that you select the correct date.

If the employee missed entering time for **1/10/24** the time should be entered on **1/10/24**. Any time entered for a previous pay period will be retroactively adjusted on their next payroll as long as it is **submitted and approved.** Approved hours will have green checks and state "Approved".

| EXAMPLE: |
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| Pay period: 1/7/2024-1/20/2024. |
| All time entry completed by Saturday 1/20/24 at 11:59pm |
| Supervisor/Timekeeper must approve all time by Monday 1/22/24 at 3:00pm |
| Timecards lock for this pay period on Tuesday 1/23/24 at 9:00am |
| Timecards unlock for corrections Tuesday 1/30/24 at 12:00am |
| Timecards lock 2/29/24 at 12:00am |
| After this date only Timekeepers and Payroll can adjust time. |