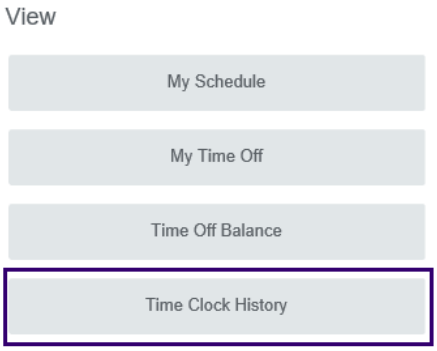
WORKDAY QUICK GUIDE

EDIT ACCU-TIME ENTRY IN WORKDAY

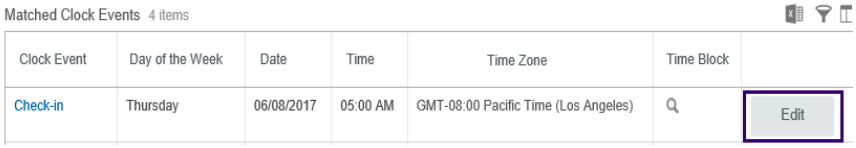
1. Select the **Time** app from the Global Navigation Menu.

(Menu > Time)

2. Select **Time Clock History**.

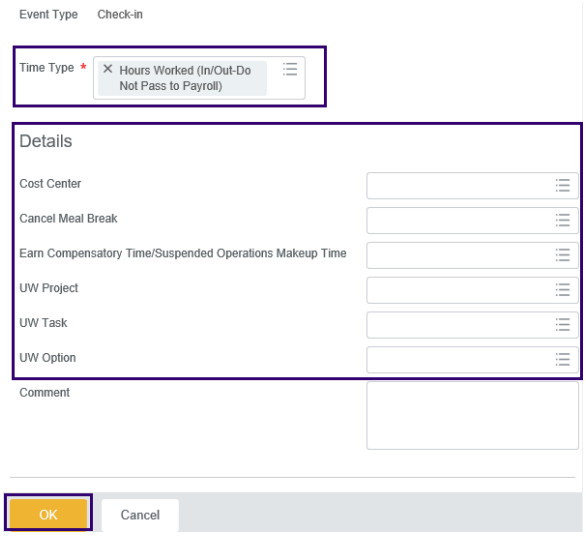


3. Choose the time block you want to update, then select **Edit**.



4. Edit the **Time Type** and/or the **Details** of the time block, as needed.

5. Select **OK**.



6. Select **Done**.