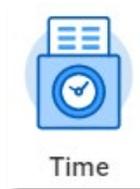


In the instance you have noticed an error on your timesheet before or after it has been approved, or you have received an action from your manager to provide further information, you have the ability to remove and redo your hours.

**Note:** *In the event the time block for deletion falls into a payrun, you will **NOT** be able to delete it and an overpayment may be made. Payroll **MUST** be contacted at [payroll@flinders.edu.au](mailto:payroll@flinders.edu.au) if this has occurred.* For payrun dates and deadlines please refer to the Pay deadlines page on the Flinders University website.

Select the *Time* application on your Workday home screen.



Select the week which contains the error. E.g. *This Week, Last Week.*

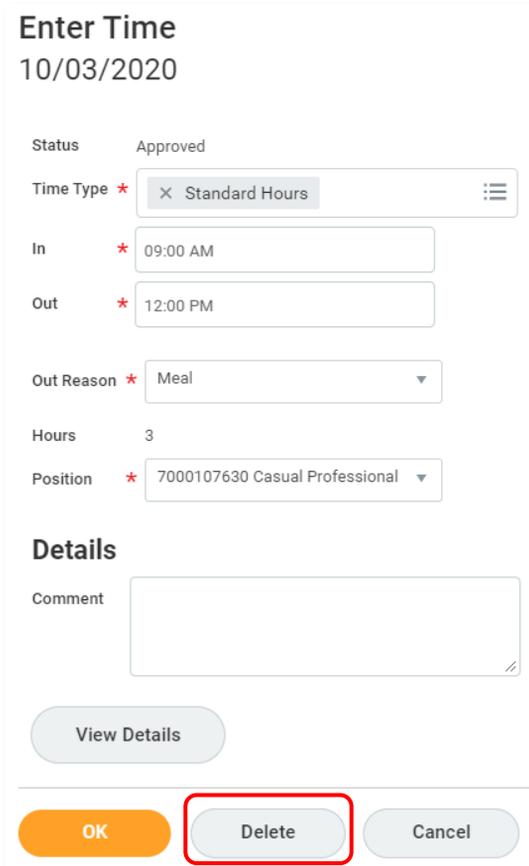


Click on the time block which requires deletion.



Note: If there is a correction to take place, you will need to delete the time block and resubmit the correct hours.

The *Enter Time* pop up window will appear. Click *Delete*.



**Enter Time**  
10/03/2020

Status Approved

Time Type \* X Standard Hours

In \* 09:00 AM

Out \* 12:00 PM

Out Reason \* Meal

Hours 3

Position \* 7000107630 Casual Professional

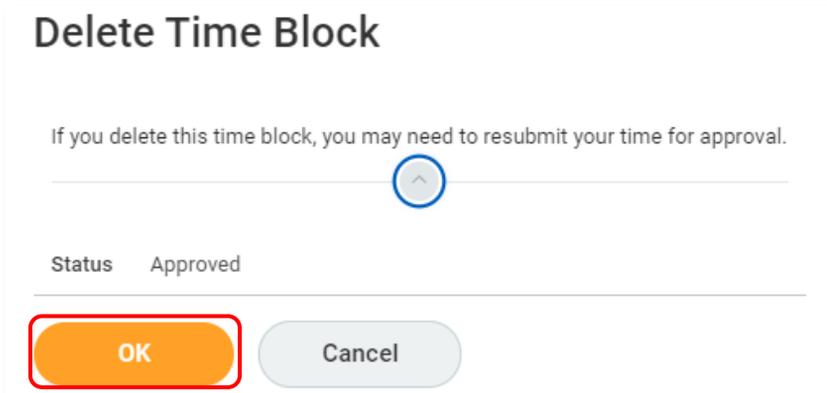
**Details**

Comment

View Details

OK Delete Cancel

Confirmation *Delete Time Block* screen will appear. To continue, click *OK*.



**Delete Time Block**

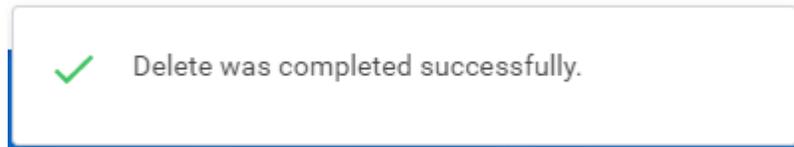
If you delete this time block, you may need to resubmit your time for approval.

↑

Status Approved

OK Cancel

The *Delete was completed successfully* pop up window will appear, and the time block will disappear.



In the instance you need to add back in the correct time, please follow the steps in the workday user guide for enter timesheets.