



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**,

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

