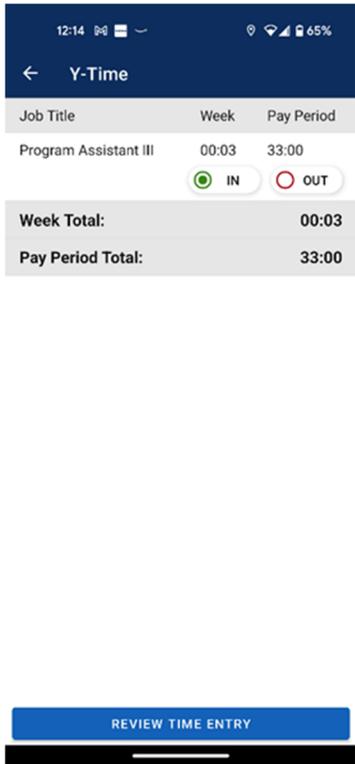
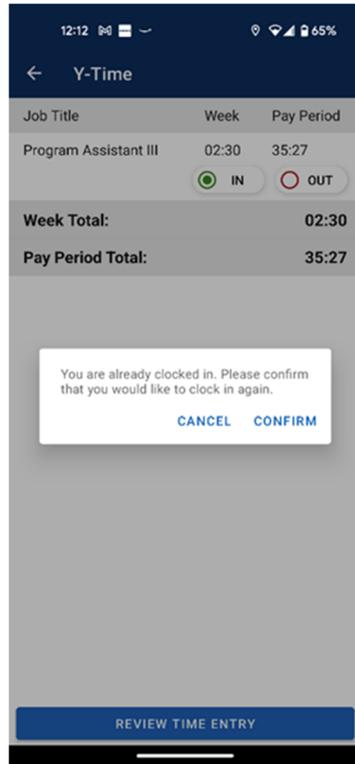


How to Make a Correction in Y-Time



Step 1

In this example clock in is already selected because we forgot to clock out. We will go ahead and select clock in.



Step 2

You will receive this error message. Confirm that you would like to clock in.



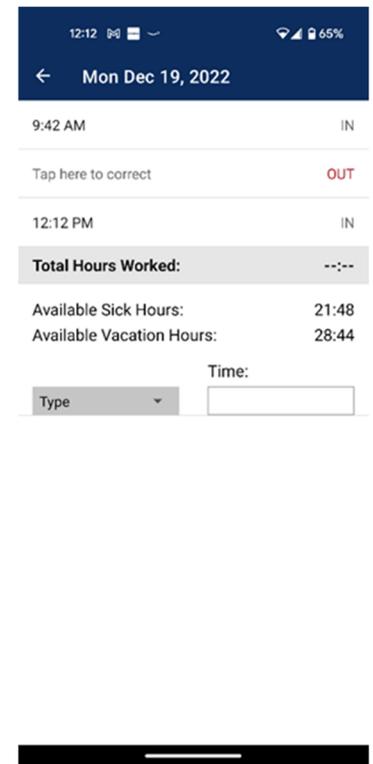
Step 3

You will now no longer see your Week and Pay Period Total. You will see a red exclamation point at the bottom by "Review Time Entry". Select "Review Time Entry" to make the correction. This must be done before another punch is made or you will not be able to make the self-correction.



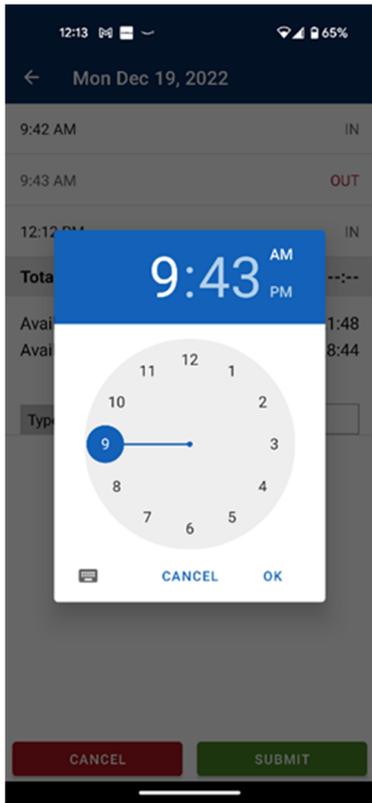
Step 4

After selecting "Review Time Entry" You will be brought to this page. The date highlighted in red is where the correction needs to be made. Select that day.



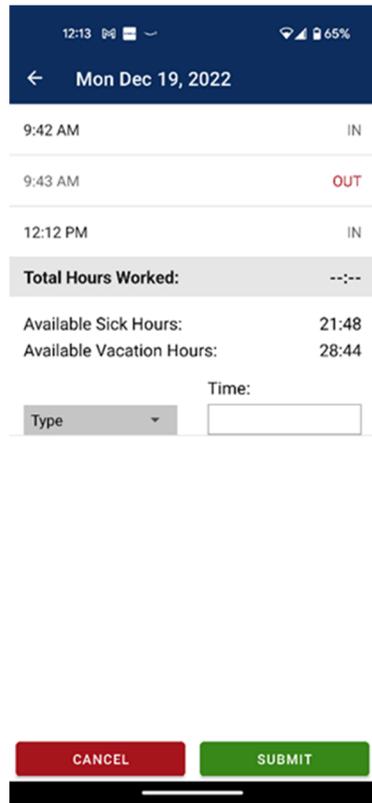
Step 5

After selecting the date you will be brought to this page to make the correction. Select "Tap here to correct".



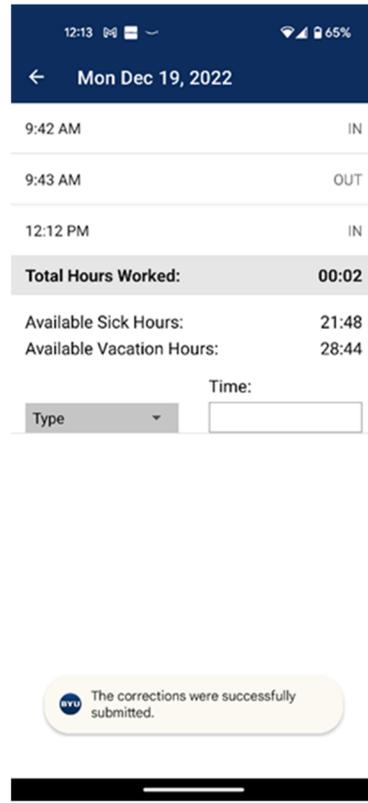
Step 6

Select the time correction. Be sure that you select AM or PM as part of the correction.



Step 7

The time will then show up in the row where it used to say "Tap here to correct". If the time is correct then you can submit. If it is incorrect you can select the time and make the correction. Once you submit you can no longer make the self-correction and you will need to contact psychology@byu.edu or the Department Business Manager.



Step 8

You should see the popup message that your correction was successful and you should be able to see your hours worked once again.