**Overview**

As a Manager or a Timekeeper, you may receive a notification that a worker you support has an **Unmatched Time Clock Event**.

Time blocks are generated from an employee’s check in/check out punches via Web Clock or Physical Time Clock. An **Unmatched Time Clock Event** indicates that a worker is missing a check in or check out to create a complete time block on the timesheet.

You will see these **Unmatched Time Clock Events** at the top of the timesheet with the message: “Requires Attention.”

As a Manager or a Timekeeper, you are responsible for correcting these **Unmatched Time Clock Events** since an employee does not have the ability to override their check in/check out events. Managers and Timekeepers should work with the employee to ensure the actual hours worked are reflected on the employee’s timesheet.

**Correcting an Unmatched Time Clock Event**

1. Navigate to the **Team Time** Application on the Workday **Landing Page**
2. Select **Enter Time for Worker** on the left-hand side of the page
   a. Type the name of the employee with the **Unmatched Time Clock Event** in the “Worker” field
   b. Select the date of the **Unmatched Time Clock Event**
   c. Select **OK**

3. Find the **Unmatched Time Clock Event** on the employee’s timesheet and double click on it
   a. Enter the missing Check In or Check Out time to generate a complete time block
   b. Select **OK**

4. You will now see a complete, unsubmitted time block. The Manager or Timekeeper needs to submit the time block before the pay period cut off