

Sample communication for Employees: (PDF Attachment #1)

Good afternoon,

We are sharing some information with you regarding how you make time entry corrections in Workday. Beginning with the October mid-month payroll run, and going forward, employees will need to work with their direct supervisor to make any time entry corrections in prior pay periods. Below are the 2024 Time Entry Lock dates for employees:

2024 Time Entry will be locked for employees as follows:

- After October mid-month payroll (Nov. 8, 2024) employee time entry locked prior to July 1, 2024
- After November mid-month payroll (Dec. 9, 2024) employee time entry locked prior to Dec. 1, 2024
- After December mid-month payroll (Jan. 9, 2025) employee time entry locked prior to Jan. 1, 2025

Please coordinate with your manager for any prior pay period time entry corrections. Managers are responsible for entering and approving prior pay period corrections and this includes any corrections for tax year 2024.

The following Help Article can assist you with time entry corrections in Workday and was updated with a notice regarding time entry lock.

- [Time Entry Corrections - Employee](#)
- **Note:** *Time entry is locked for employees after each mid-month payroll processing. Time entry corrections for prior pay periods will need to be entered, submitted and approved by managers. Please work with your agency Payroll Partner if you need additional assistance with any prior pay period time entry corrections.*

Thank you for your attention to this matter and if you have questions about time entry please follow up with your manager.

Sincerely,

(Insert Agency Name) Payroll Office