

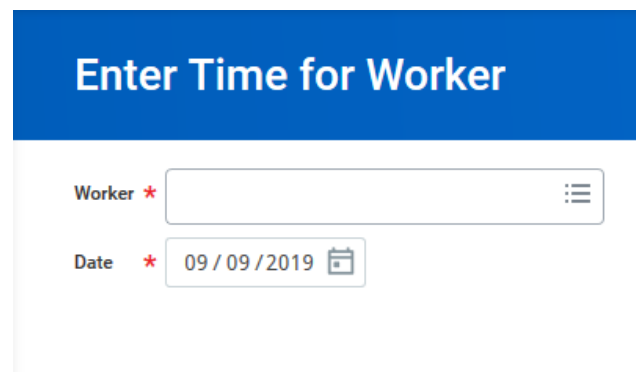
INPUTTING TIME ON BEHALF OF HOURLY STAFF MEMBERS

At the end of the pay period, hourly employees are supposed to enter their time worked in the Time application. Occasionally, they may forget to enter time or will need to have their time entries adjusted.

1. From your home page, select the **Team Time** application and choose **Enter Time for Worker** in the “Actions” menu.




2. Choose the **Enter Time for Worker** option. Using the dropdown menu, select the worker whose time entry should be edited and specify the date. Next, click the orange **OK** button at the bottom of the page. This will allow you to access the employee’s timesheet the same way that he/she would see it in the Time application.



- The **Enter Time** dialog box will automatically open. Enter the time type, time in, time out, and any additional comments (optional). Click **OK** when you are finished, then the orange **Submit** button at the bottom of the page.

Enter Time
09/09/2019

Status Submitted

Time Type * 

In *

Out *

Out Reason *

Hours 8

Details

Comment

- You will be redirected to the “Submit Time” page where you can review the time entry details and add comments (also optional). Once you have verified the entry for accuracy, click the orange **Submit** button at the bottom of the page.