

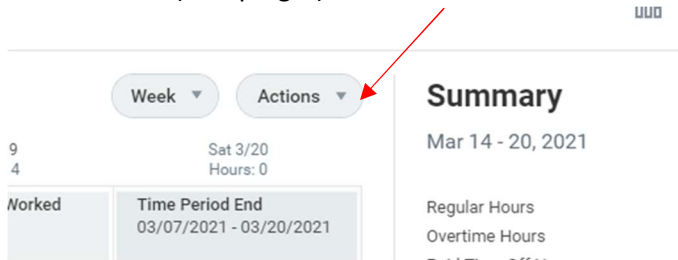
Correct Time entry - Employee

1. Select **Time** widget on applications

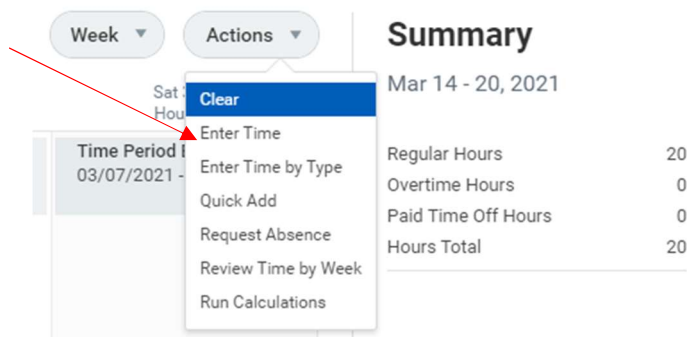


Time

2. Select week that needs to be updated/changed
3. Click: **Actions** (at top right)



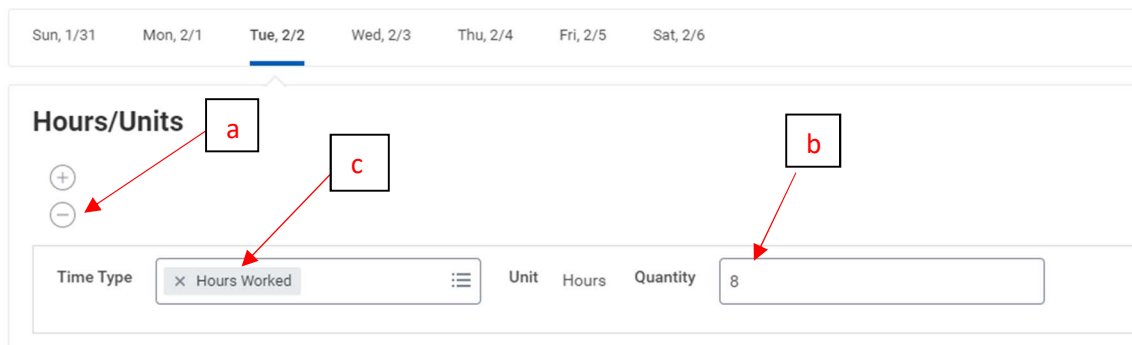
4. Select **Enter Time** from the pop-up



5. Select **day of the week** you are needing to update the worked hours for (See Below)

6. Make Corrections as needed

- a) Click on the **Minus sign** above the time type box to delete that entry
- b) **OR change the number entered** in the **Quantity** box
- c) **OR Change the Time Type** (See below)



7. Click: **OK**
8. **Submit for review and approval**