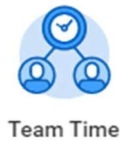
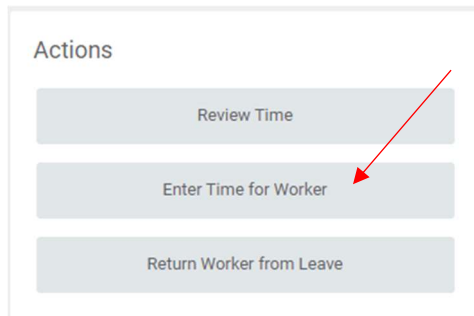


## Time Correction – By Manager

1. Select: **Team Time** widget under applications



2. Select: **Enter Time for Worker**





3. Select: **My Team then Select worker** (you can enter the 900# and press enter to pull the employee name)

## Enter Time for Worker

Worker \* Search

Date \* ← My Team

-  **Darryl Nemeth**  
Architectural Draftperson | Architectural Design
-  **Maryam Maryam**  
College Role ARCH - FWS | Architectural Design - Students

- Enter: **Date** (that needs to be updated/corrected)
- Click: **OK**

## Time Correction – By Manager

- Click: hours entered on the date that needs to be corrected

A screenshot of a time entry grid. The grid has columns for dates and rows for time slots. A red arrow points to a cell containing the following text:

Hours Worked (In/Out)	Hours Worked (In/Out)
7:45am - 4:45pm	7:15am - 4:15pm
9 Hours	9 Hours
✓ Approved	✓ Approved

- Make Corrections from **Enter Time box**
  1. Change Time Type
  2. Update Clock-in/Clock-out hours
  3. Delete entry
  4. Change Position

Two screenshots of the 'Enter Time' form. The left screenshot shows the form for 01/04/2021 with a red box labeled '2' around the 'Time Type' dropdown and a red box labeled '1' around the 'Hours Worked (In/Out)' option. The right screenshot shows the form for 05/14/2024 with a red box labeled '4' around the 'Position' dropdown and a red box labeled '3' around the 'Delete' button. The form includes fields for Status, Time Type, In/Out times, Out Reason, Hours, and a Comment field.

- Leave comment on what was changed and why
- Click: **OK**
- You can now either submit (by selecting review on the bottom right corner) on their behalf or have them submit for approval.  
(It will automatically approve if supervisor is submitting time)