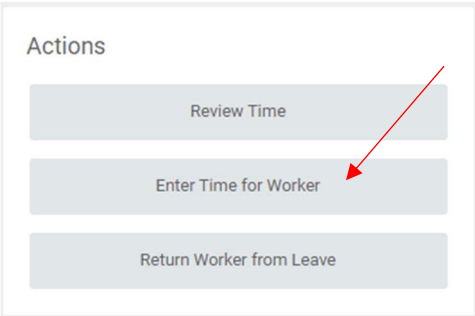
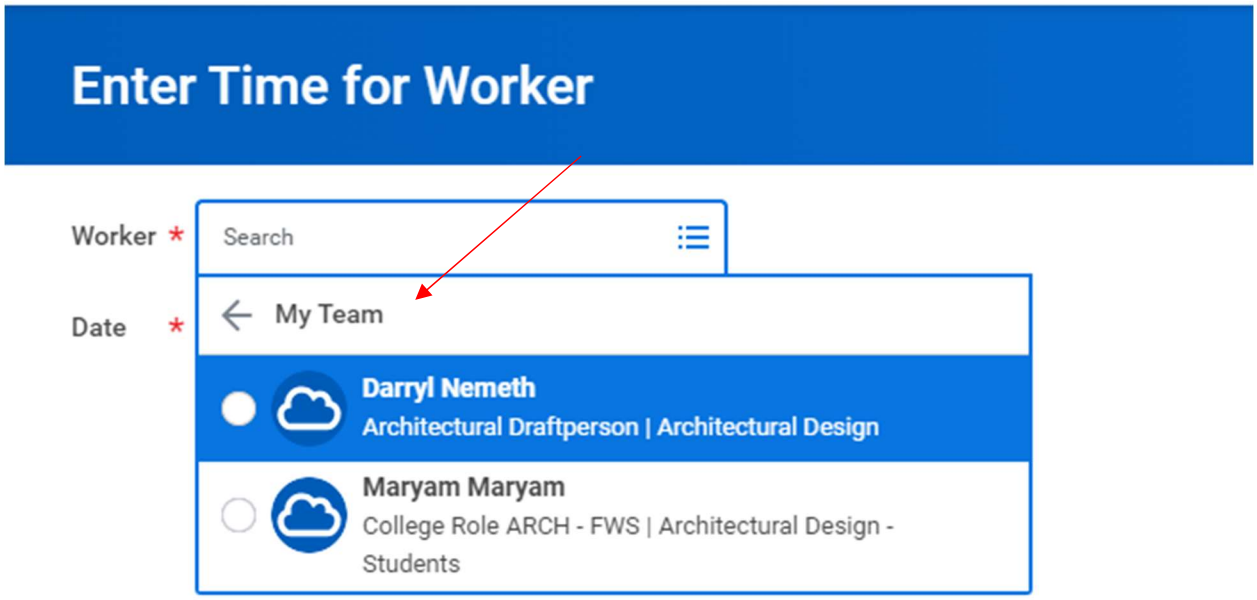
Time Correction – By Manager

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

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



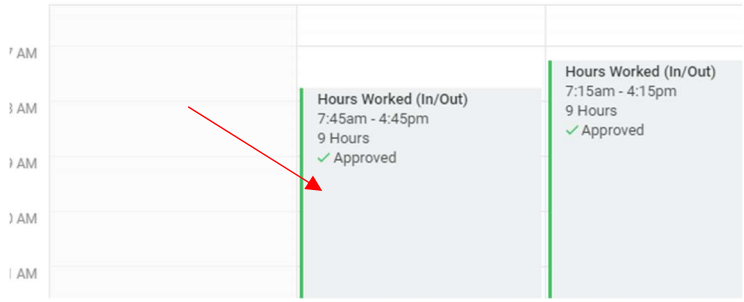
3. Select: ***My Team then Select worker*** (you can enter the 900# and press enter to pull the employee name)



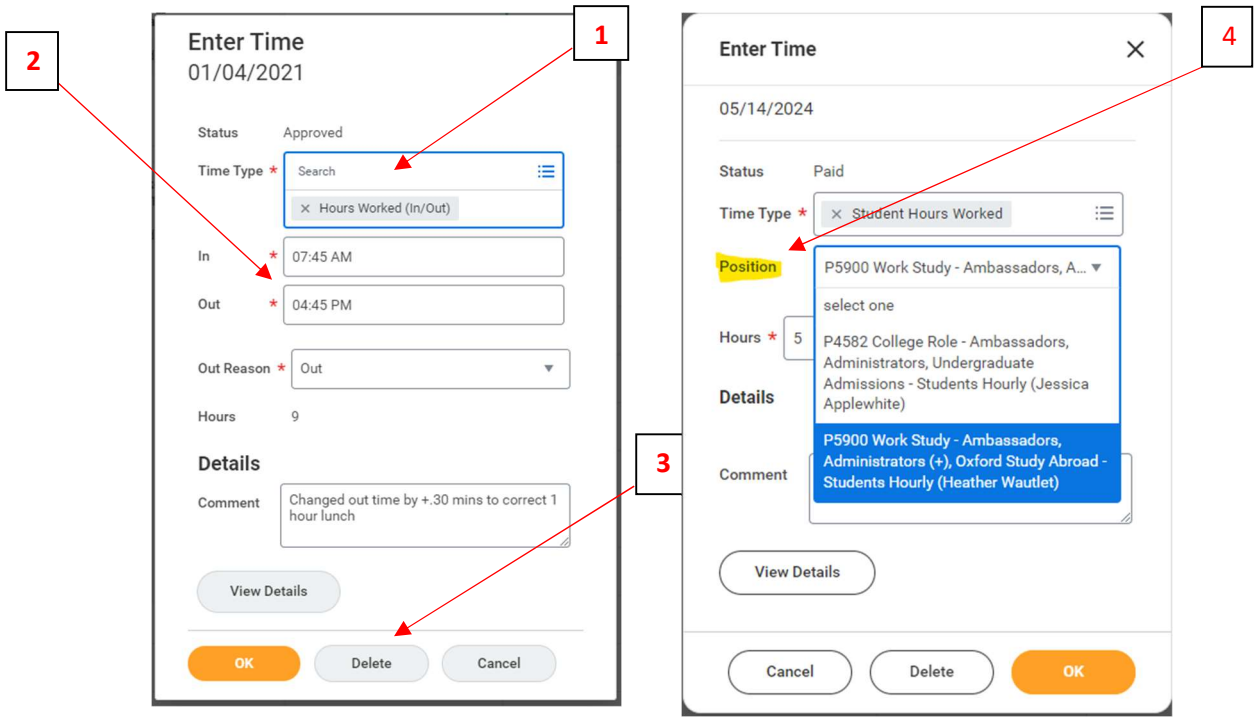
- Enter: ***Date*** (that needs to be updated/corrected)
- Click: ***OK***

Time Correction – By Manager

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



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



- 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)