## **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

| Week 💌                        | Actions 💌   | Summary   |               |
|-------------------------------|---|---|---------------|
| Sat                           | Clear   | Mar 14 - 20, 2021   |               |
| Time Period I<br>03/07/2021 - | Enter Time<br>Enter Time by Type<br>Quick Add<br>Request Absence<br>Review Time by Week<br>Run Calculations | Regular Hours<br>Overtime Hours<br>Paid Time Off Hours<br>Hours Total | 20<br>0<br>20 |

- 5. Select day of the week you are needing to update the worked hours for (See Below)
- 6. Complete one of the following items to correct:
  - a) Click on the Minus sign above the position / time type box to delete that entry
  - b) Select the drop-down arrow to change the position
  - c) Change the number entered in the Quantity box (See below)
- 7. Click ok



The hours should now be removed from your time calendar