

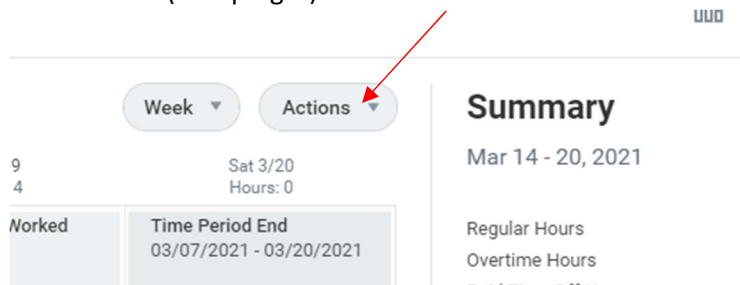
Correct Time entry - Employee

1. Select **Time** widget on applications

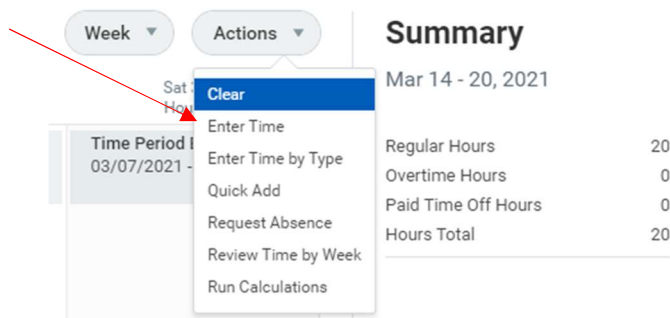


Time

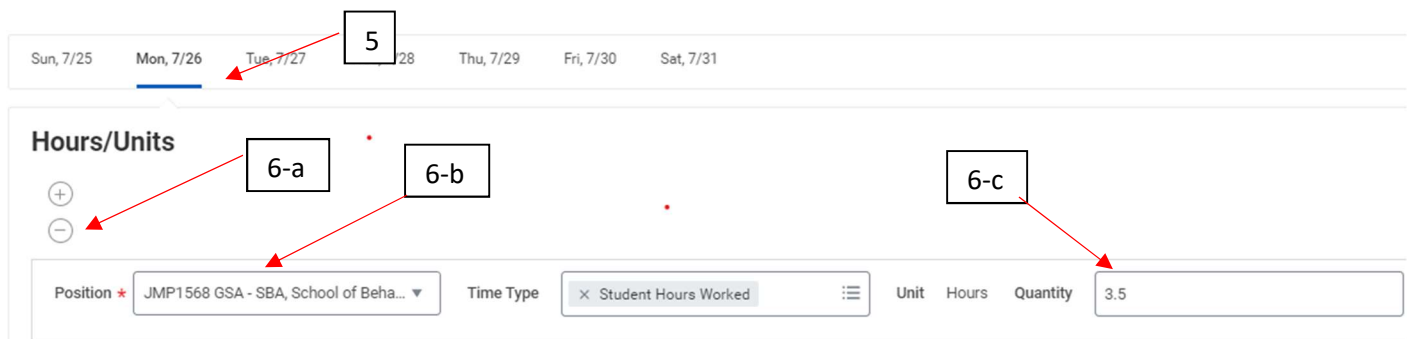
2. Select week that needs to be updated/changed
3. Click Actions (at top right)



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. 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