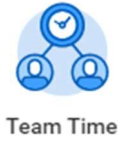
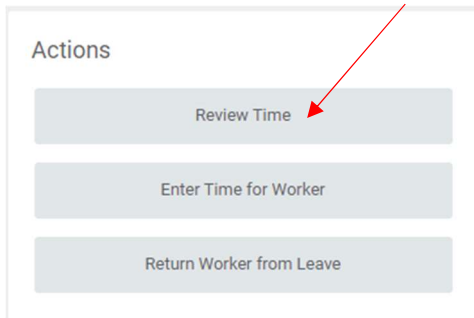


Team Time corrections

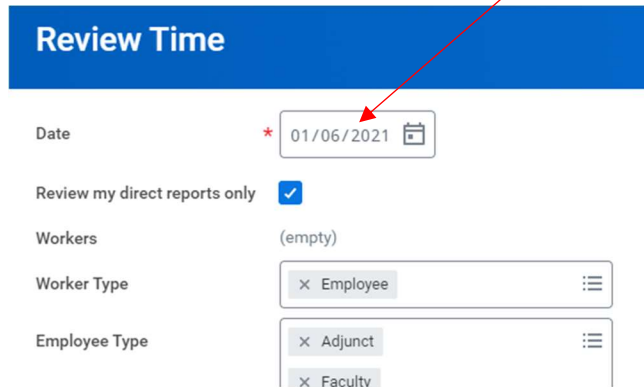
- Select: **Team Time** widget under applications




- Select: **Review Time**



- Enter: **date to change**






Review Time

Date * 01/06/2021 

Review my direct reports only

Workers (empty)

Worker Type 

Employee Type 
 

- Click: **OK** (on next screen)
- Select: Previous Period (if needed) Pay period you are looking at is listed at top left section



Dec 27, 2020 - Jan 9, 2021

Previous Period

Next Period

Team Time corrections

- Click: **Employee name** (this is blue hyperlink)

Time Period Summary 7 items

<input type="checkbox"/>	Worker Name		Unsubmitted Hours
<input type="checkbox"/>	Charles Atkinson	🚩	4.25
<input type="checkbox"/>	Dawn Cericola	🚩	16.75
<input type="checkbox"/>	Dwayne Robertson		0
<input type="checkbox"/>	Jean Ducasse		0
<input type="checkbox"/>	Kenneth Chadwick		0
<input type="checkbox"/>	Oscar Vega		0
<input type="checkbox"/>	Tyrone Ero	🚩	4

- Select: **Enter Time for worker** (bottom left)

Time Entries
[Oscar Vega](#) Actions

Date Range Dec 27, 2020 - Jan 9, 2021
Job Title [P415 Driver Lead, Transportation \(Lee Martucci\)](#)

[View Absence Balances](#)

Week 1

Sunday	0
Monday	8
Tuesday	8
Wednesday	8
Thursday	8
Friday	8
Saturday	0
TOTAL	40

Entries to be Approved **All Entries**

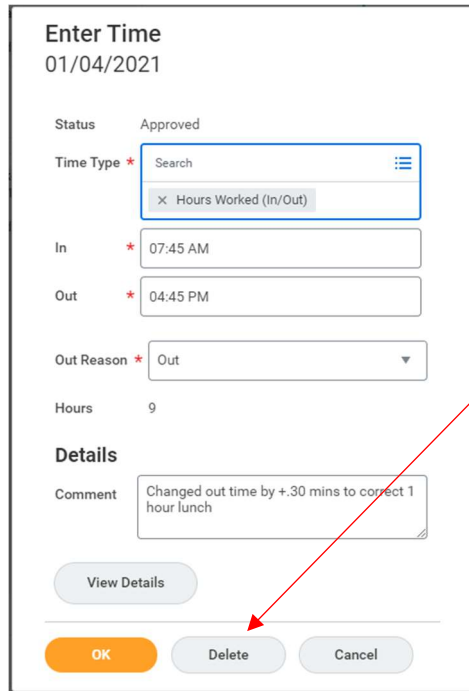
[Enter Time for Worker](#)

- Click: on the hours entered on the date that needs correction

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

Team Time corrections

- Select: **Delete** at bottom



The screenshot shows a mobile application interface for entering time. At the top, it says "Enter Time" and "01/04/2021". Below that, the status is "Approved". The "Time Type" is set to "Hours Worked (In/Out)". The "In" time is "07:45 AM" and the "Out" time is "04:45 PM". The "Out Reason" is "Out". The "Hours" are "9". There is a "Details" section with a comment: "Changed out time by +.30 mins to correct 1 hour lunch". At the bottom, there are three buttons: "OK", "Delete", and "Cancel". A red arrow points to the "Delete" button.

- Click: **OK**

Time should now be deleted

Enter corrected time for worker

Click Submit

Click OK

(Will automatically approve if supervisor is submitting time)