# *Enter Team Time*
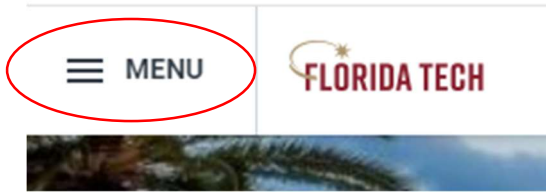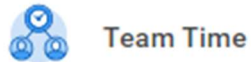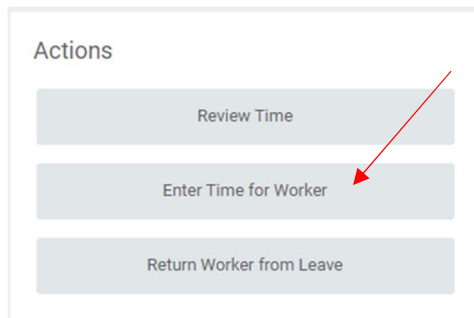
1. Select: *Menu* on the *top left side*
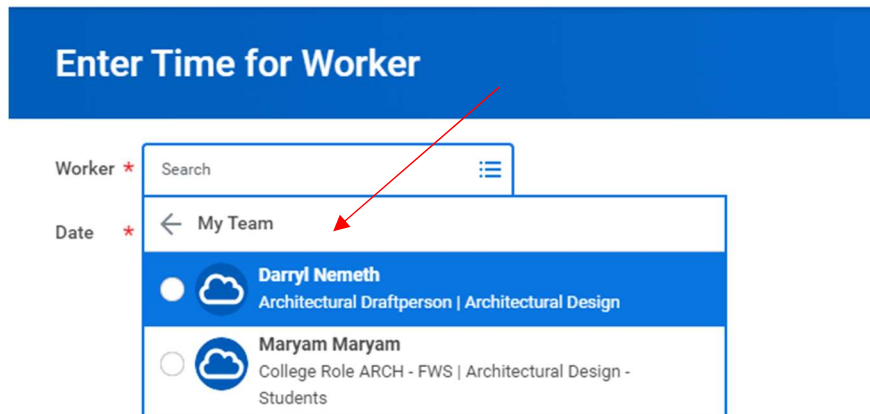


2. Select: *Team Time* widget under applications



3. Select: *Enter Time for Worker*


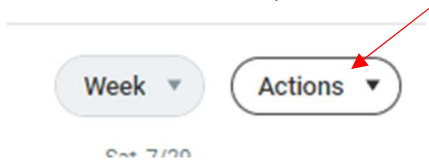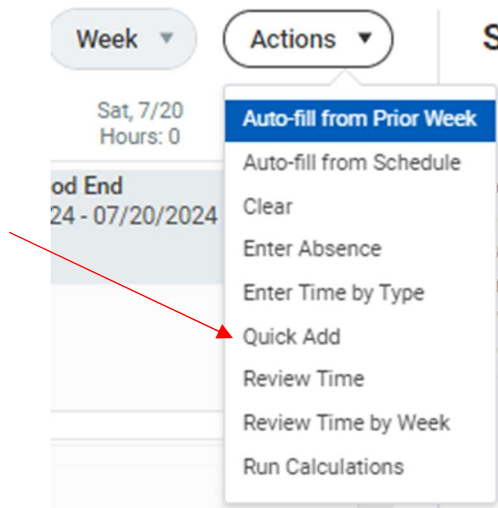
4. Select: *My Team then Select worker*



5. Enter: *Date to record time*
6. Click: *OK* (on next screen)

7. Click: *Actions* at the top



8. Select: *Quick Add*



9. Time Type = **Hours worked** or *Student Hours Worked* (depending on employee type)
10. Click: *Next*
11. Enter the number of hours needed per day
12. Click: *OK*
13. You can now either submit on their behalf or have them submit for approval. If you submit the hours, *they will automatically approve*. **Hours MUST be submitted for processing**