Team Time corrections

➢ Select: *Team Time* widget under applications

Team Time

➢ Select: *Review Time*

Actions

Review Time

Enter Time for Worker
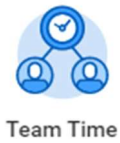
Return Worker from Leave
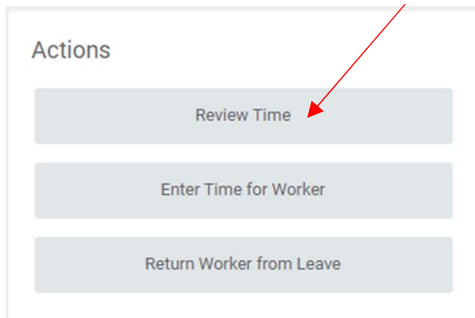
➢ Enter: *date to change*

Review Time

Date	*	01/06/2021 📅
Review my direct reports only	✔	
Workers	(empty)	
Worker Type	✕ Employee	☰
Employee Type	✕ Adjunct	☰
	✕ Faculty	

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

← Review Time

Dec 27, 2020 - Jan 9, 2021

Previous Period   Next Period

Team Time corrections

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

	Worker Name	Unsubmitted Hours
☐	Charles Atkinson ⚑	4.25
☐	Dawn Cericola ⚑	16.75
☐	Dwayne Robertson	0
☐	Jean Ducasse	0
☐	Kenneth Chadwick	0
☐	Oscar Vega	0
☐	Tyrone Ero ⚑	4

Time Period Summary 7 items

➢ 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: Actions (top right corner)
➢ Select: ***Enter time by type or quick add***

(Week ▾) (Actions ▾)   **Summary**

Fri 4/30   Sat | **Clear** |
Hours: 0   Hou | Enter Absence |
                  | Enter Time by Type |
                  | Quick Add |
                  | Review Time |
                  | Review Time by Week |
                  | Run Calculations |

Apr 25 – May 1, 2021

Regular Hours	0
Overtime Hours	0
Paid Time Off Hours	0
Hours Total	0

Team Time corrections

- ➢ Select: ***Hours worked or Student Hours Worked***
- ➢ Enter hours worked on the proper dates
- ➢ Click: ***OK***
- ➢ Click: ***Review*** at Bottom Right
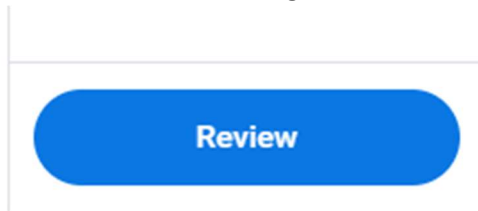
- ➢ Click: ***Submit*** to submit hours

(Will automatically approve if supervisor is submitting time)