Team Time corrections

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

- Select: **Review Time**

- Enter: *date to change*

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

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

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

- Click: on the hours entered on the date that needs correction
Team Time corrections

- Select: **Delete** at bottom

Time should now be deleted
Enter corrected time for worker
Click Submit
Click OK
(Will automatically approve if supervisor is submitting time)