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)
Enter Team Time

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