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