HOW TO... Enter time for a worker

STEP 1

- On the Home page, either click on the search and type the name
Or
- Click the “My Team” worklet.

STEP 2

1. **Click** on the name of the worker you will enter time for and the profile page will open. Go to Step 3
   Or
2. **Click** on the “Related Actions” button in the upper right corner of the gray box and skip to Step 4.
STEP 3
- Click on the Related Actions button
- Move your mouse down to “Time and Leave”
- Click “Time Entry”

STEP 4
- Select the date for the week you wish to enter time.
- You will get a calendar that looks like your own time entry. Use the “How to Enter Time” guide, if necessary.
- Click “OK.”
Short Cuts

- Type name of worker directly into the search bar.
- Select the name and the profile will appear.
- Use the related actions button.
- Begin at Step 3

Or

- Type "Enter Time for Worker"
- Type in name or use the prompt to select worker.
- Follow directions in Step 4