

# Manage Time and Attendance

## On this section:

- [Manage Team Absences](#)
- [Create Work Schedule Assignments](#)
- [How to Review/Submit Time for a Worker](#)
- [How to Correct Time Entry](#)
- [How to Correct Unmatched Time](#)
- [Team Absence Calendar](#)



For instructions on how to delegate tasks, please visit the [Delegation for Managers](#) page.