

How to Review/Submit Time for a Worker

On this job aid:

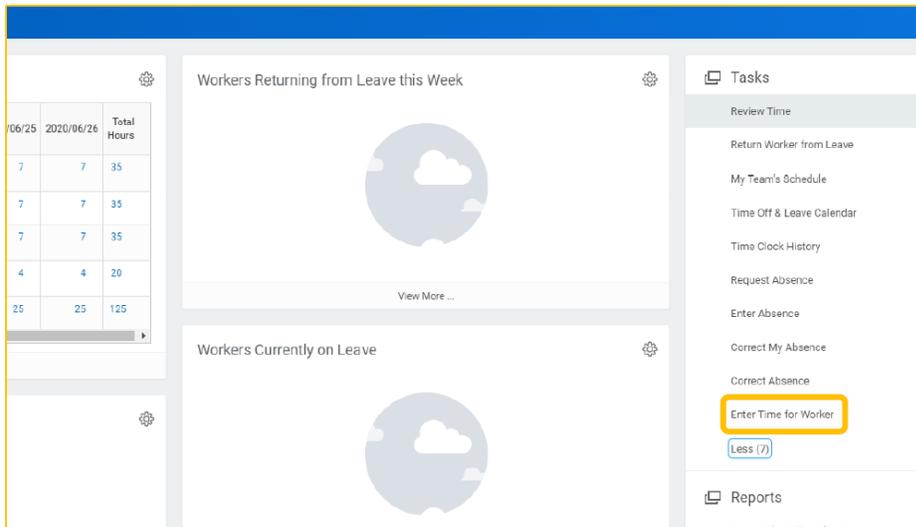
- [Review and Submit Time for a Worker](#)
- [Delegation: Review time on behalf of others](#)

Review and Submit Time for a Worker

1. From Applications, "Time and Absence"



2. Under "Tasks", select "Enter Time for Worker".



3. Enter name of the worker whose time you are reviewing then click "OK".

Note: If you use dropdown menus, terminated employees will not appear. To find a terminated employee, you must enter their name in the search.

Enter Time for Worker

Worker * [dropdown]

Date * 06 / 25 / 2020 [calendar icon]

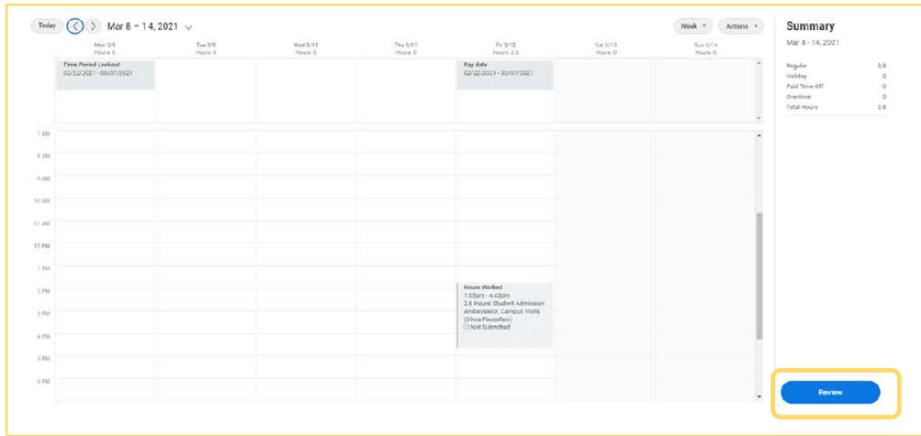
OK Cancel

4. Use arrows to select a work week to review.

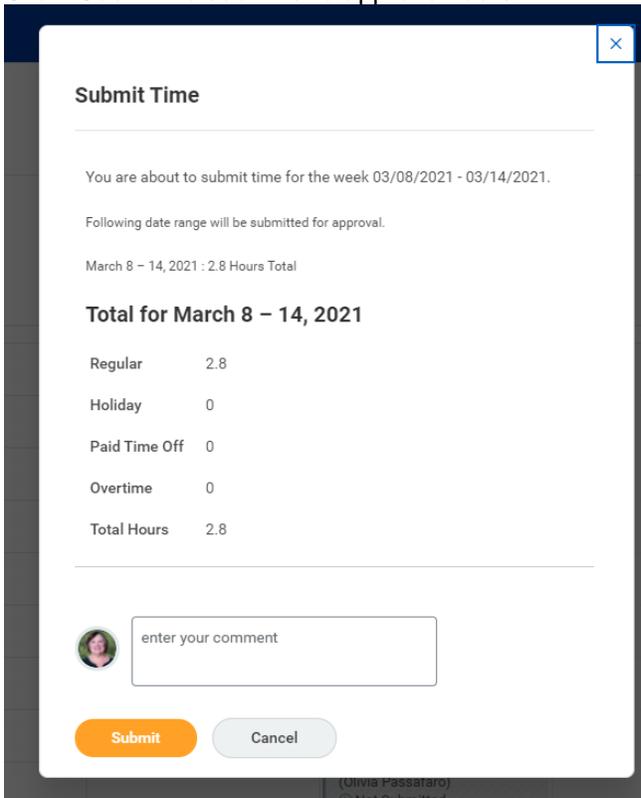
i Note: Managers must complete the following steps for each work week. Managers can review both weeks at the end of each pay period, but are encouraged to review time at least weekly to allow time for corrections.

Today	Mon 3/8	Tue 3/9	Wed 3/10	Thu 3/11	Fri 3/12	Sat 3/13
	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 2.9	Hours: 0
	Time Period Lockout 02/22/2021 - 03/07/2021				Pay date 02/22/2021 - 03/07/2021	
7 AM						
8 AM						
9 AM						
10 AM						
11 AM						
12 PM						
1 PM						
2 PM						
3 PM						
4 PM						
5 PM						
					Hours Worked 1:55pm - 4:43pm 2.9 Hours: Student Admission Ambassador; Campus Visits (0.9 via Pass/affair) Ⓜ Not Submitted	

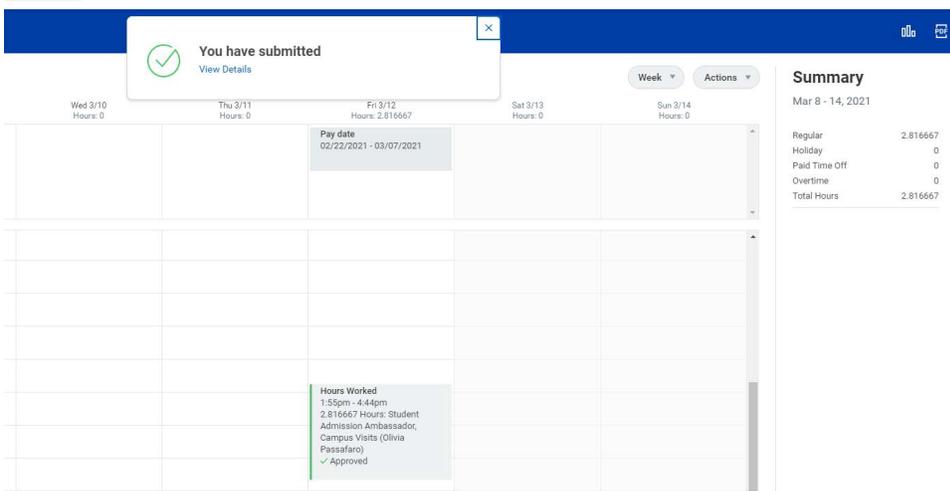
5. Review all hours on the time entry calendar for accuracy. Click on entries to make changes if needed. Once all hours are accurate, click "Review".



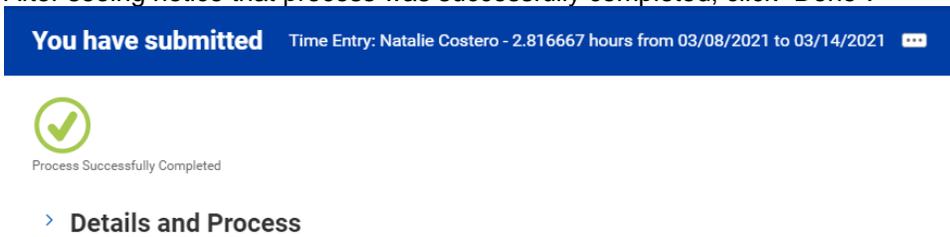
6. Click “Submit” to submit and approve hours.



7. “Approved time will show with a green check mark. You may click on the x on the “You have submitted” pop up to continue approving time or click on view details to see that the process has completed successfully.



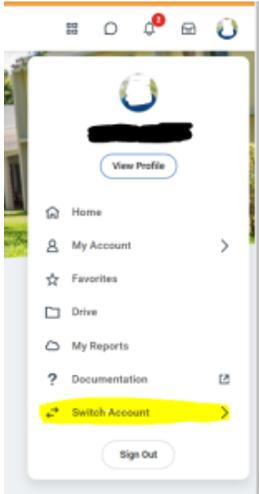
8. After seeing notice that process was successfully completed, click “Done”.



9. Remember to complete this process for both work weeks in each pay period.

Delegation: Review time on behalf of others

1. Log into your account
2. Click on your picture icon (top right)
3. Select Switch Account



4. Select delegate account
5. Under Delegation Dashboard, select Enter Time for Worker

Reports & Tasks
Enter Absence
Enter Time for Worker
Review Time

6. Follow [Step 3-8](#) of section [Review and Submit Time for Worker](#) (above)