

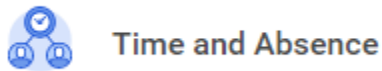
How to Review/Submit Time for a Worker

On this job aid:

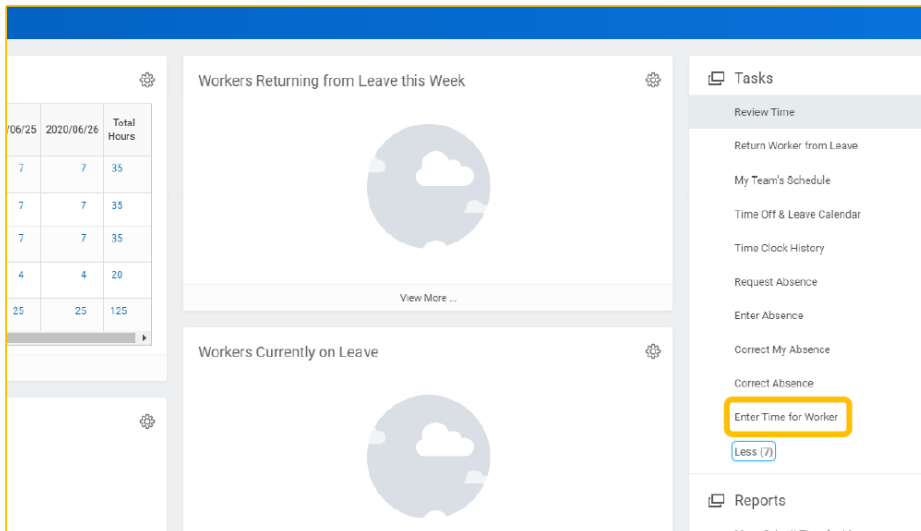
- [Review and Submit Time for a Worker](#)
- [Delegation: Review time on behalf of others](#)

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 *

Date *

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

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
<
>
Mar 8 - 14, 2021
v

	Mon 3/8 Hours: 0	Tue 3/9 Hours: 0	Wed 3/10 Hours: 0	Thu 3/11 Hours: 0	Fri 3/12 Hours: 2.8	Sat 3/13 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
 1:50pm - 4:43pm
 2.8 Hours: Student Admission
 Ambassador Campus Visits
 (Olivia Passafium)
 ⓘ 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".

Today Mar 8 - 14, 2021

Mon 3/8 Hours 0 Tue 3/9 Hours 0 Wed 3/10 Hours 0 Thu 3/11 Hours 0 Fri 3/12 Hours 2.8 Sat 3/13 Hours 0 Sun 3/14 Hours 0

Free Period Locked! 03/07/2021 - 03/07/2021

Pay Rate: 03/07/2021 - 03/13/2021

Hours Worked: 1:30pm - 4:30pm
2.8 Hours (Student Admission)
admission@lynn.edu
(Olivia Passararo)
(Not Submitted)

Summary
Mar 8 - 14, 2021

Regular	2.8
Holiday	0
Paid Time Off	0
Overtime	0
Total hours	2.8

Review

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

Submit Time

You are about to submit time for the week 03/08/2021 - 03/14/2021.

Following date range will be submitted for approval.

March 8 - 14, 2021 : 2.8 Hours Total

Total for March 8 - 14, 2021

Regular	2.8
Holiday	0
Paid Time Off	0
Overtime	0
Total Hours	2.8

enter your comment

Submit **Cancel**

(Olivia Passararo)
(Not Submitted)

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.

You have submitted
View Details

Week Actions

Wed 3/10	Thu 3/11	Fri 3/12	Sat 3/13	Sun 3/14
Hours: 0	Hours: 0	Hours: 2.816667	Hours: 0	Hours: 0
		Pay date 02/22/2021 - 03/07/2021		
		Hours Worked 1:55pm - 4:44pm 2.816667 Hours: Student Admission Ambassador, Campus Visits (Olivia Passafaro) ✓ Approved		

Summary
Mar 8 - 14, 2021

Regular	2.816667
Holiday	0
Paid Time Off	0
Overtime	0
Total Hours	2.816667

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

You have submitted Time Entry: Natalie Costero - 2.816667 hours from 03/08/2021 to 03/14/2021

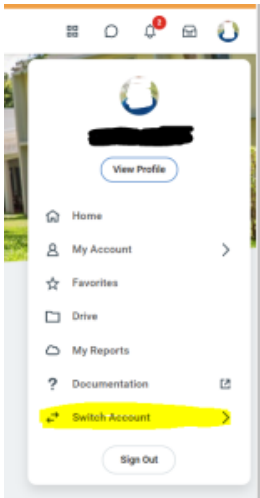
Process Successfully Completed

> **Details and Process**

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)