

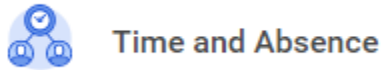
How to Correct Time Entry

On this job aid:

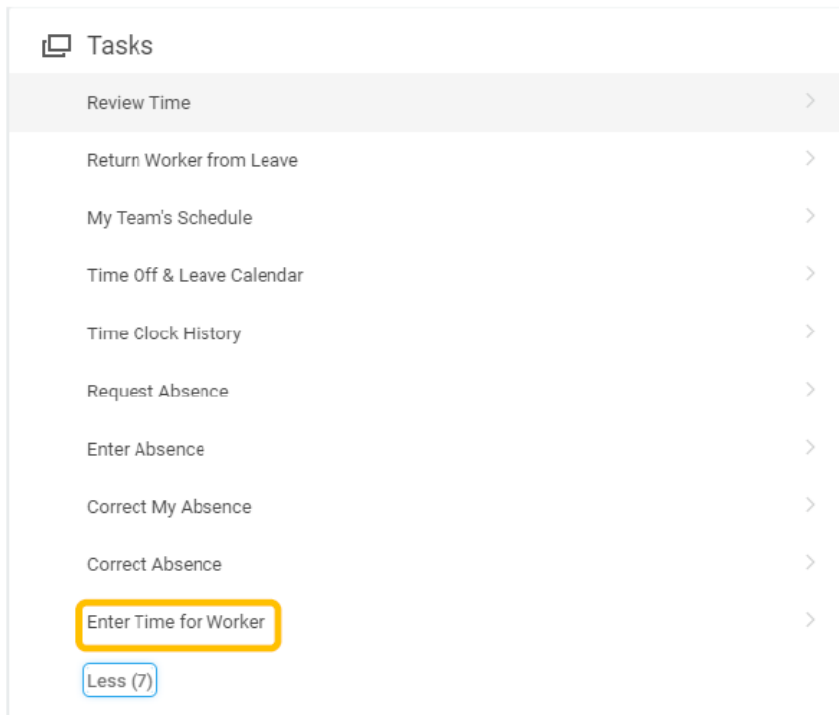
- [Correct Time Entry](#)

Correct Time Entry

1. From Applications, select "Time and Absence"



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



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

Enter Time for Worker

Worker *

Date *

06 / 25 / 2020

OK

Cancel

4. Use arrows to select a work week to correct time.

Enter Time

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
	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

1.85pm - 4.5pm

2.8 Hours: Student Admininor

Ambassador campus Visits

(Olivia Pascifaro)

Not Submitted

5. Click on the block you want to correct.

Today < > Mar 8 - 14, 2021

Mon 3/8	Tue 3/9	Wed 3/10	Thu 3/11	Fri 3/12	Sat 3/13
Time Period: Lockout 02/22/2021 - 05/07/2021				Pay date 02/22/2021 - 05/07/2021	
7 AM					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM				<div>Hours Worked 1:55pm - 4:42pm 2.8 hours: Student Admission Ambassador Campus Visits (Olivia Passolunghi) Not Submitted</div>	
3 PM					
4 PM					
5 PM					

6. A pop up will appear.

Enter Time 03/12/2021

Status: Paid

Time Type: X Hours Worked

In: 01:55 PM

Out: 04:44 PM

Out Reason: Out

Hours: 2.816667

Position: Student Admission Ambassador, Ca...

Details

Comment:

[View Details](#)

[OK](#) [Delete](#) [Cancel](#)

7. Correct the time entry as needed and Click OK.

Enter Time
06/15/2020

Status Not Submitted

Time Type * x Hours Worked ...

In * 09:00 AM

Out * 12:00 PM

Out Reason * Meal

Hours 3

Details

Comment

View Details

OK Delete Cancel

8. Correct the time entry as needed and Click OK.

Enter Time 03/12/2021

Status Paid

Time Type * x Hours Worked ...

In * 01:55 PM

Out * 05:00 PM

Out Reason * Out

Hours 3.083333

Position * Student Admission Ambassador, Ca...

Details

Comment

View Details

OK Delete Cancel

9. To add additional time, double click on the time period you want to enter.

The screenshot displays the 'Enter Time' application interface. At the top, there's a navigation bar with 'Today' and a date range 'Mar 8 - 14, 2021'. Below this is a calendar grid showing days from Monday to Sunday. A double-click on the 3 PM slot of Monday, March 8th, has triggered a 'Hours Worked' modal window. This modal shows a summary of hours: 1.00 hours worked, consisting of 0.00 regular hours, 0.00 overtime hours, and 1.00 paid time off hour. It also identifies the user as 'Student Admission Ambassador, Campus Visit (Offsite - Pending)' and indicates the status as 'Not Submitted'. A 'Review' button is visible at the bottom right of the main interface.

10. Enter the time and click OK.

This screenshot shows the 'Enter Time' dialog box for the date 03/08/2021. The 'Time Type' is set to 'Hours Worked'. The 'In' time is 02:00 PM and the 'Out' time is 05:00 PM, which are highlighted with a yellow box. Below these, the 'Out Reason' is set to 'Out', 'Hours' is 3, and 'Position' is 'Student Admission Ambassador, Ca...'. There is a 'Details' section with a 'Comment' text area. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a yellow box.

11. Once the time is correct click on Review.

EnterTime Natalie Costero

Today < > Mar 8 - 14, 2021

Mon 3/8 Hour 0 Tue 3/9 Hour 0 Wed 3/10 Hour 0 Thu 3/11 Hour 0 Fri 3/12 Hour 1:30:00 Sat 3/13 Hour 0 Sun 3/14 Hour 0

Time Period Selected 03/22/2021 - 03/15/2021

Pay Rate 03/22/2021 - 03/15/2021

Hours Worked

2:00pm - 3:00pm
2 Hours Student Admission
Admission Ambassador
Campus Visit
(Work Performance)
Not Submitted

Hours Worked

1:30pm - 3:00pm
3:00:00 Hours Student
Admission Ambassador
Campus Visit Office
Parade
Not Submitted

Summary


Mar 8 - 14, 2021

Regular	6.000000
Holiday	0
Paid Time Off	0
Overtime	0
Total Hours	6.000000

Review

12. 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**

Done