Managers are responsible for ensuring that their employee’s time is recorded accurately. Managers must ensure that all time for their employees has been entered and submitted for approval based on the payroll schedule. The Timekeepers can enter time on behalf of the managers in their absence.

**ENTER TIME FOR AN EMPLOYEE**

From the Homepage:

1. Select the Team Time application.
2. Select Enter Time for Worker.
3. Type the employee’s name in the Worker field.
4. Enter the effective date in the Date field.
5. Click Ok.

![Enter Time for Worker](image)
ENTER TIME

6. Click on the specific day and time to enter time for employee (the Enter Time dialog box displays).
7. The Time Type defaults to Regular, if it needs to be changed, click the Prompt and select the appropriate Time Type.

Note: The Detail section is not required. However, if you are on a special project or an additional assignment and need to provide the billable tracking information, you can do so by filling out the information in the Details section i.e. the Cost Center, Grants, Fund, Activity etc.

8. Click Ok. By clicking the OK button, it takes you back to the timesheet.
REVIEW TIME

From the timesheet:

1. Review the timesheet entries for accuracy.

   Note: The timesheet will display in a week calendar view. The view can be changed by clicking the drop-down arrow adjacent to Week and select the view of choice.

2. Once the timesheet has been reviewed, click the review button.
SUBMIT TIME

The Submit Time page displays.

1. Read the disclosure and review the categories of total time entered.

   ![Submit Time Page]

   - **Total for March 6 – 19, 2021**
     - Regular: 73.4
     - Paid Time Off: 0
     - Comp Time Earned: 0
     - Out of Title: 0

   Enter your comment
   
   Submit
   
   Cancel

2. Click **Submit**.

   **Note:** By clicking the Submit button, the approval process begins. The timesheet will be routed to the final approval’s inbox. If changes need to be made, navigate back to the timesheet and make necessary changes. Once the changes had been made, follow the Submit Time steps.