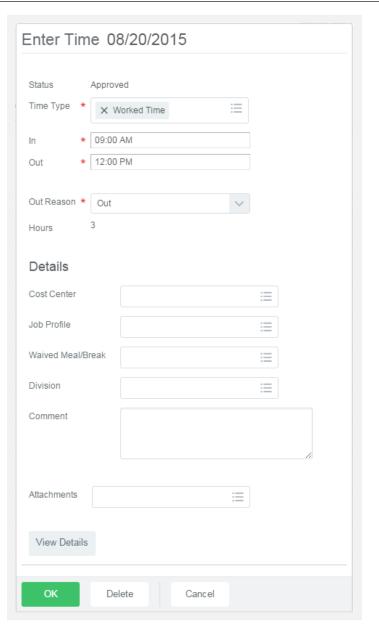
# Access a Worker's Time From

the My Team application:

- Click the worker's Related Actions > Time and Leave > View Time Clock History.
- 2. Enter a Start Date.
- 3. Click OK.
- **4.** Click the **View Time Calendar for Worker** button. You have the option to reset the start date.
- **5.** Click **OK**. The worker's time calendar displays their time block entries.
- 6. Click a time block to view more information on the event.





#### **View a Worker's Time Block Details**

From a worker's time block:

- 1. Click the **View Details** button.
- 2. Click the **Reported** tab to view a worker's time.
- 3. Click the **Calculated** tab to view time calculation information.
- **4.** Click the **History** tab to view the entire process history of a particular time entry.

# Approve, Send Back, or Deny Submitted Time

From your Inbox:

- 1. Access and review the submitted time entry in the Entries to Approve section.
- 2. Click the magnifying glass icon's **Related Actions** under Details to view more information.
- **3.** Click **Approve**, **Send Back**, **Deny**, **or Close**. If you deny or send back the request, you will need to enter a Reason comment.
- **4.** Click the **Process** tab to verify that the time entry was approved.

#### **Modify or Delete a Worker's Time**

From the worker's Time Entry Calendar:

- 1. Click a time block to change details.
- 2. Click either **OK** or **Delete**.
- 3. Click **Submit** to verify that the information is accurate.
- Click the **Details and Process** arrow > magnifying glass icon's **Related Actions** to view more information.
- **5.** Click the **Process** tab to view the approval status.
- 6. Click the

### **Request Time Off for a Worker**

From the My Team's Time application:

- Click the worker's Related Actions -> Time and Leave >
  Enter Time Off.
- **2.** Select the day(s) that you wish to give time off on the calendar.
- 3. Click Request Time Off.
- **4.** Enter the Type of time off requested. The Daily Quantity field defaults with your daily scheduled hours and may be editable.
- 5. Click Submit.

