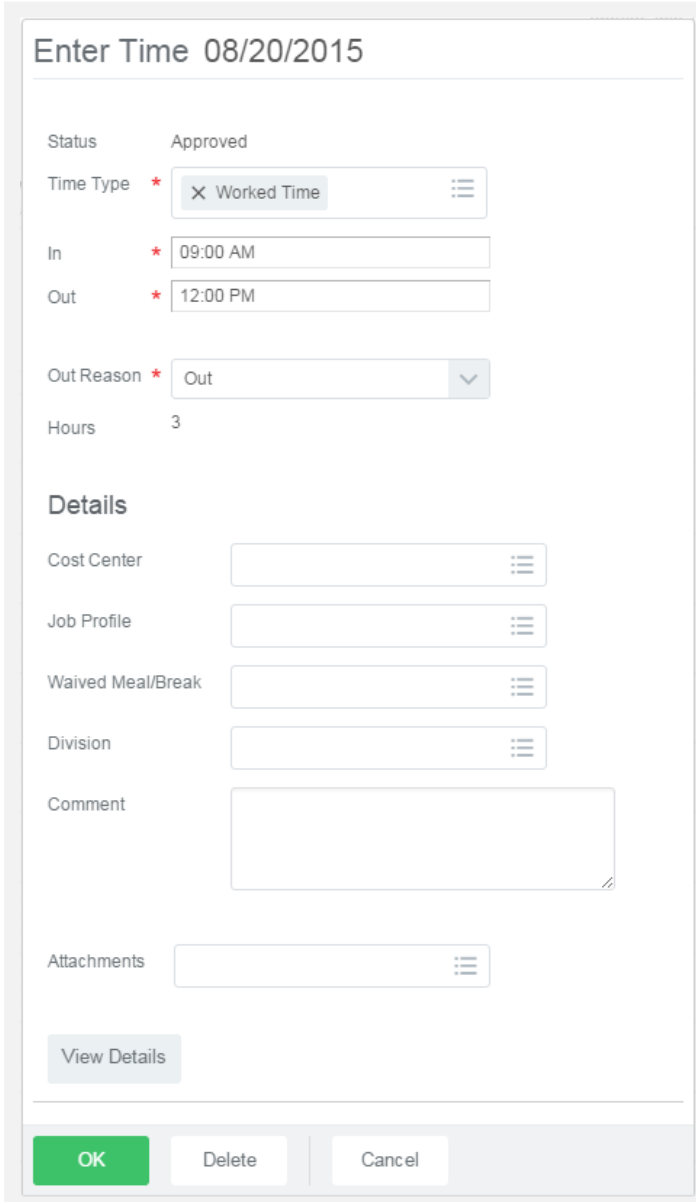## Access a Worker's Time

From the My Team worklet:

1. 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.

Enter Time 08/20/2015

Status	Approved
Time Type *	✕ Worked Time ☰
In *	09:00 AM
Out *	12:00 PM
Out Reason *	Out ⌄
Hours	3

Details

Cost Center	☰
Job Profile	☰
Waived Meal/Break	☰
Division	☰
Comment	
Attachments	☰

View Details

OK   Delete   Cancel

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.

4. 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 worklet:

1. 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**.