


### Access a Worker's Time

From the My Team application:

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 \* X 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 application:

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**.