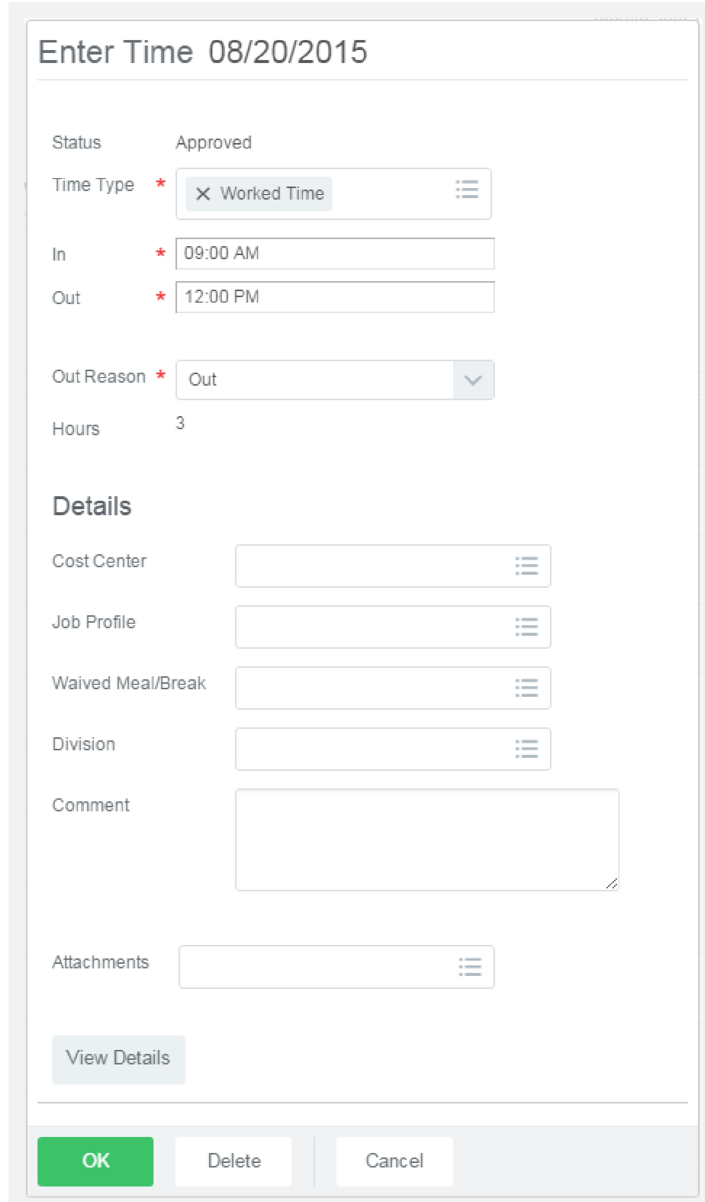
Time Tracking: Manage Your Team's Timesheets

Manager

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.



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.
4. Check the Process History section 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** and verify that the information is accurate.
4. Click Submit again.
5. Click the **Details and Process** arrow and the magnifying glass icon's **Related Actions** to view more information.
6. Click the **Process** tab to view the approval status.

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**.