1. Navigate to the Team Time application

2. Under Actions, select Enter Time for Worker

3. Search for the employee’s name in the Worker field and select enter on the keyboard

4. The date will automatically populate to current date. Change as needed by selecting the calendar icon

5. Select the orange OK button
6. On this screen, you can see the **Time Entry Calendar** for the worker. You can enter time in several ways:
   a. Enter time day-by-day by selecting a specific date on the Time Entry Calendar
   b. Select **Enter Time** in the bottom left corner and select “Enter Time by Week”

7. Here, you can manually enter “In” and “Out” times. Also, the “+” button allows you to enter in multiple times for that specific day
   a. For example, type in “8:30am” for the **In** field and “12:00pm” for **Out** field
   b. If they go to lunch, select the “+” to add time after returning for lunch – “1:00pm” for the **In** field and “5:30pm” for the **Out** field

8. The following fields default:
   a. Time type – Regular
   b. Quantity – Hours
   c. Unit – To be calculated based on the “In” and “Out” entry
   d. Attachment – Blank – This field is not required for this process

9. Select the orange **Next** button
10. Next, this screen will allow you to review the time entry you have made on behalf of the worker in two views: **Daily Totals** and **Week Totals**.
11. Select the orange **Save** button.
12. This will take us back to the **Time Entry Calendar** allowing you to see the worker’s added hours.

13. Select the orange **Submit** button to confirm these hours.

14. On the following screen, you certify the employee’s hours entered and select **Submit**.

15. The green checkmark indicates the hours have been approved. This successfully completes the process.