1. Navigate to the **Team Time** application

2. Under Actions, select **Enter Time for Worker**

3. Enter in the worker’s name in the **Worker** field and select enter on the keyboard
4. Update the date to which day you want to correct
5. Select the orange **OK** button
6. This takes you to the employee’s electronic timesheet. Double-click the appropriate time block you want to correct.

7. The **Enter Time** box displays. Update the **In** and **Out** times as appropriate and select **OK**.
8. The time block is in a status of “Not Submitted.” Select the **Submit** button

9. On the following screen, you certify the hours entered are accurate and select **Submit** button

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