Correct Time Off for Worker

For Time Approvers correcting time off on behalf of a worker

Quick Reference Guide

Correct Time Off for Worker:
1. Click on the Team Time Off worklet.

2. Under the Actions section, click on Correct Time Off.

3. Type in the worker name into the Worker field, or select them from the drop down menu.

4. Click OK.

Keep in mind
- The correcting time off process is typically used after the request has been approved, and corrections are needed.
- Note: The absence day(s) will be corrected on the worker’s schedule. Also for any absence changes, any accruals reserved for future use will be released and available for future scheduling.

Information needed
- CNET ID
- Password
- Worker name
- Date of the time entry
- Start and End time for work period
5. Once the calendar displays, click on the event you are choosing to correct.

6. The event will display showing specific rows for the reported absence dates. Click the check mark for each row you are choosing to correct. For reported absences with multiple dates, you can check the Select All box.

Correct Time Off Han Solo

Total
15 Hours

Wednesday, March 21, 2018 - Thursday, March 22, 2018

Select All 0 selected

Click here to select individual reported absence request
7. To correct a reported absence, there are several options to choose from:
   - To remove an absence, click on the minus sign to remove the row containing the requested time off
   - To adjust the absence type, select the corrected absence type from the drop down menu
   - To correct the amount of hours requested, fill in the Daily Quantity field with the corrected units.

8. Click **Submit** when complete. Your corrections will now be reflected on the workers timesheet.