Correcting Time for Workers

For Time Approvers correcting time on behalf of a worker

Quick Reference Guide

Steps for Correcting Time:
1. Click on the Team Time worklet.

2. Under the Actions section, click on Enter Time for Worker.

3. Fill in the Worker field with the name of the Worker by either typing it in, or by clicking on the Prompt icon and selecting from the respective drop down menu. Fill in the Date field.

4. Click OK.

Keep in mind
- Use the Team Time worklet if you want to make changes to the start and end times for a worker.
- Use this process to:
  - Adjust in and out times when a worker was unable for any reason to clock in or out during time actually worked
  - Amend incorrect time blocks when a worker forgets to check in or out
  - Apply premiums and overrides as appropriate.

Information needed
- CNET ID
- Password
- Worker name
- Dates of time entry needing correction
5. Click on the specific time block that needs to be corrected.

6. When the time block opens up, fill in the appropriate fields based on the correction type you are making.
   - In the **Time Type** field, select the applicable field regarding the correction you are making.
   - Adjust the **In** and **Out** fields if the entered time needs to be corrected.
   - Select the appropriate **Out Reason** to adjust a worker's time if they checked out for their Meal or the end of their work period.
   a. If necessary, select the correct position from the **Position** field menu to correct worker's time entries under the incorrect position.
7. Click **OK**.

![OK Delete Cancel](image)

8. Click **Submit** when you have completed correcting the entered time.

![Submit Enter Time](image)