Enter Time for Worker

For Time Approvers entering time on behalf of a worker

Quick Reference Guide

Enter Time for Worker:

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

- When a worker has not submitted any time entries, you may need to enter time on their behalf.
- Recording a lunch period is not needed if the worker has a scheduled assigned that includes a built in lunch period. Otherwise, two separate time blocks should be entered for a day to represent the unpaid lunch period.
- Choose the correct position when entering time on behalf of workers with multiple jobs.

Information needed

- CNET ID
- Password
- Worker name
- Date of the time entry
- Start and End time for work period
5. Click on the specific day on the timesheet to open up a time block, or click on the Enter Time button located in the bottom left hand corner of the screen and choose Enter Time.

6. When the time block opens up, fill in the appropriate fields:
   - In the Time Type field, select Worked Time.
   - Adjust the In and Out fields to indicate the start and end times.
   - Select the appropriate Out Reason to identify if the worker checked out for their Meal or to signify the end of their work period.
   - Select the correct position from the Position field menu to attach the worked time to the worker’s correct position.
7. Click **OK**.

8. Click **Submit** on the timesheet when you have completed entering in the worked time.

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**FOR ASSISTANCE CONTACT:**

Shared Services Office: Service Desk
Submit your question [here](#)
Call 773-702-5800, M-F 8am – 5pm