Enter Time on Behalf of an employee -

1. Search Employees Name-

2. Click on Actions-Time and Leave

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
3. Enter in Date you would like to add time for.

Enter Time for Worker

Worker: Erma KS Clardy
Date: 12/15/2017

4. Click –Ok
5. You will then be redirected to the Time Block.
6. Enter in the time on the time block.
7. Click in time block.
8. Enter the in and out time and give a time out reason for employee

![Time Entry Form]

9. Click- ok

10. Next you will see the time has been added to time block

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
11. Next click Submit and Submit again -Note-This will Auto Approve time block.

12. Then Click Done –This will now appear on the time block as approved.

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