



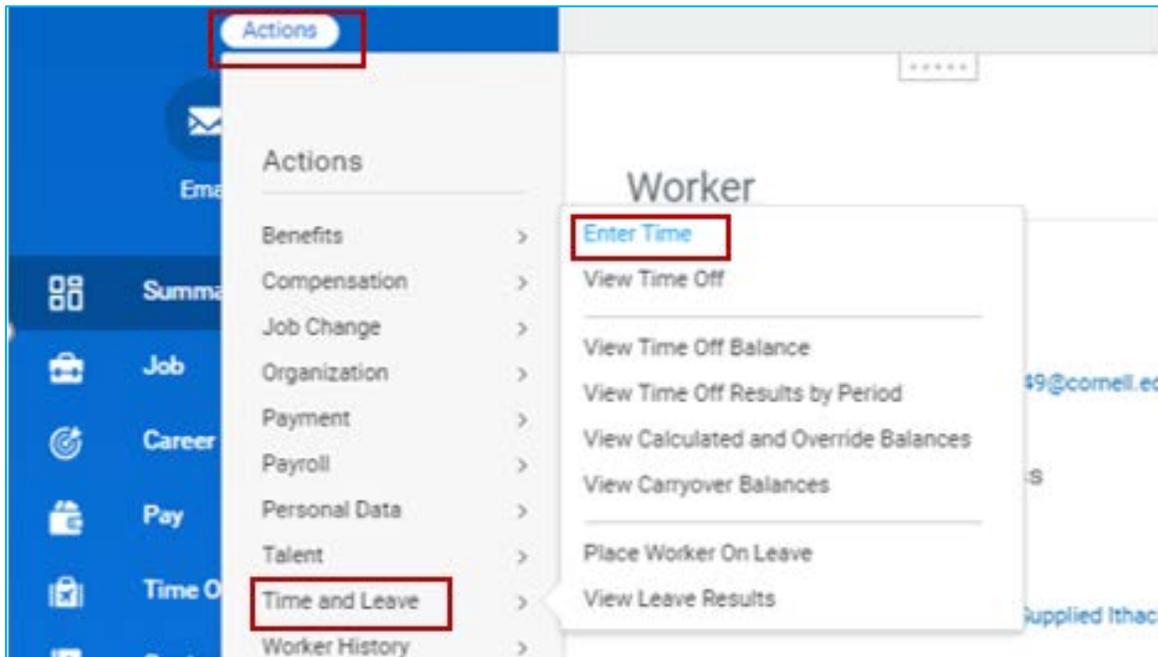
Enter Time on Behalf of an employee

## Running the report

1. Search Employees Name



2. Click on **Actions > Time and Leave > Enter Time**



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.

← Enter Time Erma KS Clardy Actions

[Multiple Jobs \(Manager/Timekeepers/Payreps\)](#)

[Multiple Jobs \(Self\)](#)

Today < > Dec 14 - 20, 2017

Thu 12/14 Hours: 0      Fri 12/15 Hours: 4.5

Pay date  
11/23/2017 - 12/06/2017

5 AM

6 AM

Submit Enter Time

7. Click in time block.

8. Enter the in and out time and give a time out reason for employee

Enter Time 12/15/2017

Time Type \*

In \*

Out \*

Out Reason \*

Hours \* 0

Details

Comment

9. Click **OK**.

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

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.

**More questions?** Please contact the Helpdesk at [hrpayrollsupport@cornell.edu](mailto:hrpayrollsupport@cornell.edu).