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.
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

![Enter Time 12/15/2017]

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.