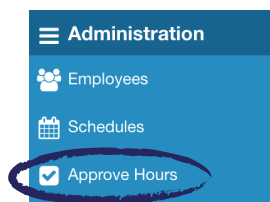




Only a Manager or Administrator has access to Approve Hours which allows you to add, edit or delete time entries.

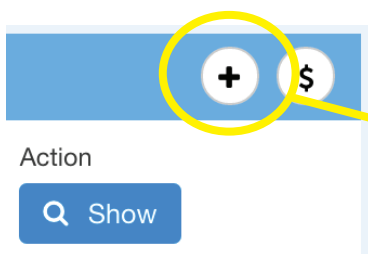
## ① Select Approve Hours



## ② Find the employee you want

Use the filters to make it faster.

## Add a Time Entry



Click the **+** button at the top right of the Approve Hours screen.

Fill out the information in the screen that appears and click the **Save** button.

**Add Time Entry**

Select Employee

Department/Job

Select date and clock in

Select date and clock out

Lunch start

Lunch end

Memo

**Save** **Cancel**

## Delete a Time Entry

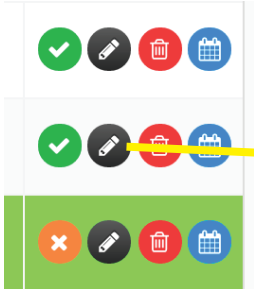
## ① Click the trashcan icon

| Day    | Clock-in              | Clock-out             | Hours | OT   | Qty  | Lunch | Amount | Department       | Updated By/At            |  |
|--------|-----------------------|-----------------------|-------|------|------|-------|--------|------------------|--------------------------|--|
| Mon 23 | 04:30 PM TS: 03:57 PM | 06:40 PM TS: 03:57 PM | 2.17  |      |      |       |        | Coaching Classes | Jeri P. 05/23/16 06:22PM |  |
| Wed 25 | 04:30 PM TS: 04:03 PM | 06:40 PM TS: 04:03 PM | 2.17  |      |      |       |        | Coaching Classes | Jeri P. 05/25/16 04:29PM |  |
|        |                       |                       | 4.34  | 0.00 | 0.00 |       | \$0.00 |                  |                          |  |



## Edit a Time Entry

① Click the pencil icon



Fill out the information in the screen that appears and click the **Save** button.

Add Time Entry

Select Employee

Jessica Adams

Department/Job

Coaching Pre Team

Select date and clock in

5/23/2016 4:00 PM

Select date and clock out

5/23/2016 7:00 PM

Lunch start

Lunch end

Memo

Enter Memo

Save

Cancel

