MODIFY OR DELETE A WORKER'S TIME

1. From the worker's time entry calendar:

2. Click a **time block**.

3. Click either **OK** or **Delete**.

4. If you need to **Delete** the entry, a **Comment** is required.

5. If you modified any details, you will need to re-submit your timesheet by clicking **Review**.

6. Click **Submit** to authorize the new information and to send it to your manager for approval.

7. Click the **Details and Process** arrow and the magnifying glass icon's **Related Actions** under Reported Time Block or Calculated Time Block to view more information.

8. Click the **Process** tab to view the approval status.

9. Click **Done**.

You have submitted   Time Entry:

Process Successfully Completed

∨ **Details and Process**

For

Overall Process   Time Entry:

Overall Status   Successfully Completed

Details   Process