Submitting Time Off on Behalf of a Team Member

There may be times when you will need to enter in Time Off for your Team Members. Follow the steps below to complete the request.

1. Open the Team Time App in the Global Navigation Menu
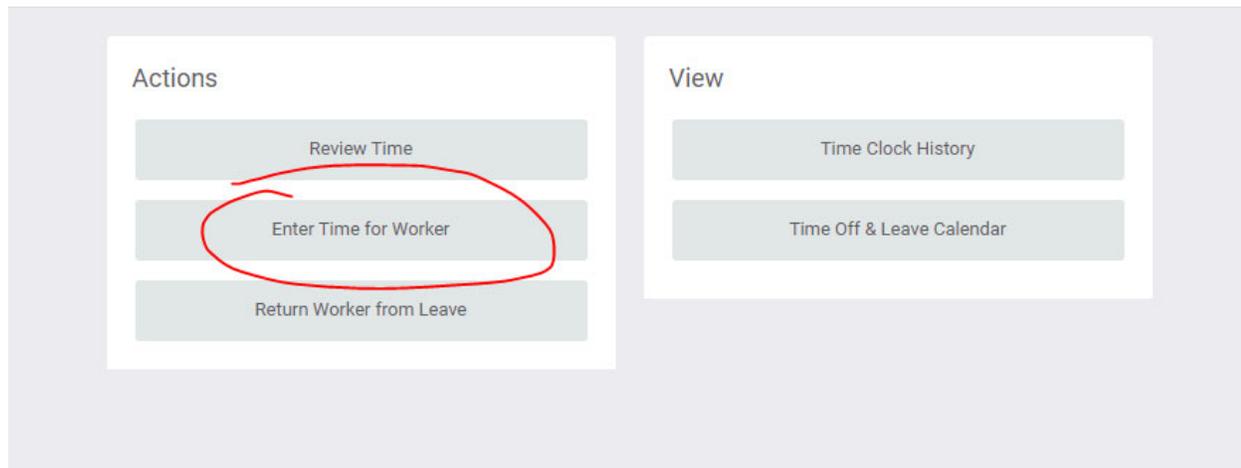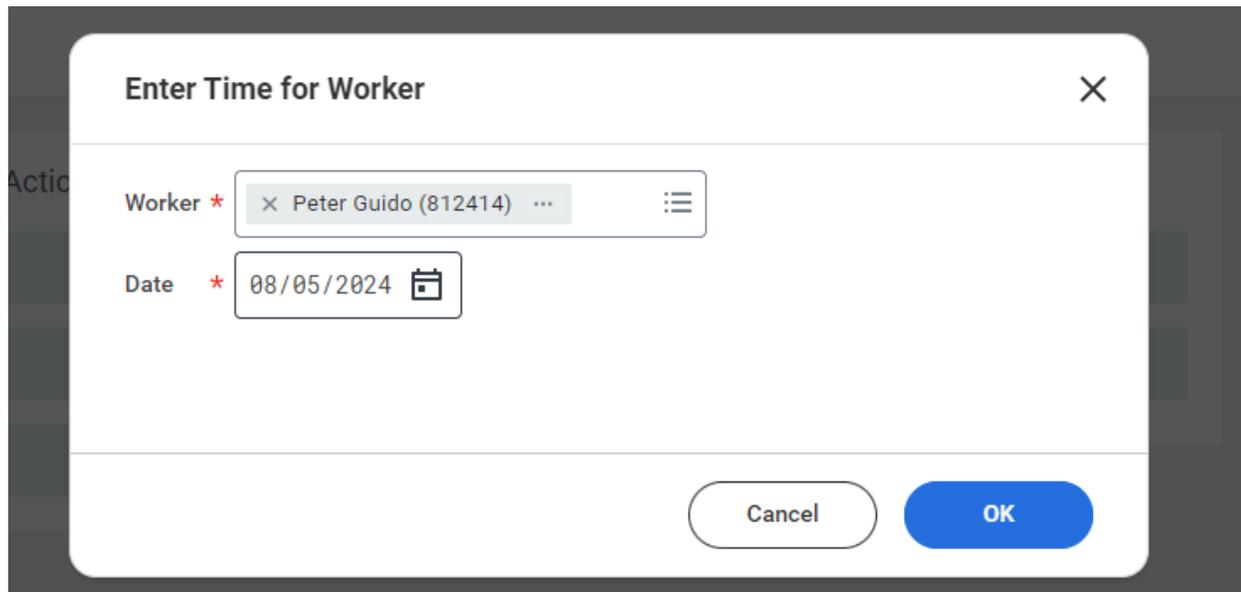
2. Team Time Actions

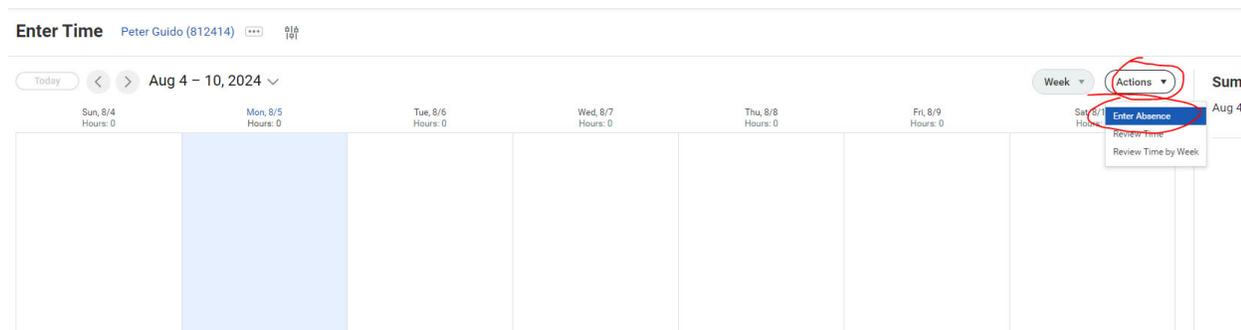Select **Enter Time for Worker.**

3. Enter the Worker

Search for the Worker's name and select it. Click **OK** to move on.

4. Select the Action

In the upper right corner, select the **Actions** menu, then **Enter Absence**.
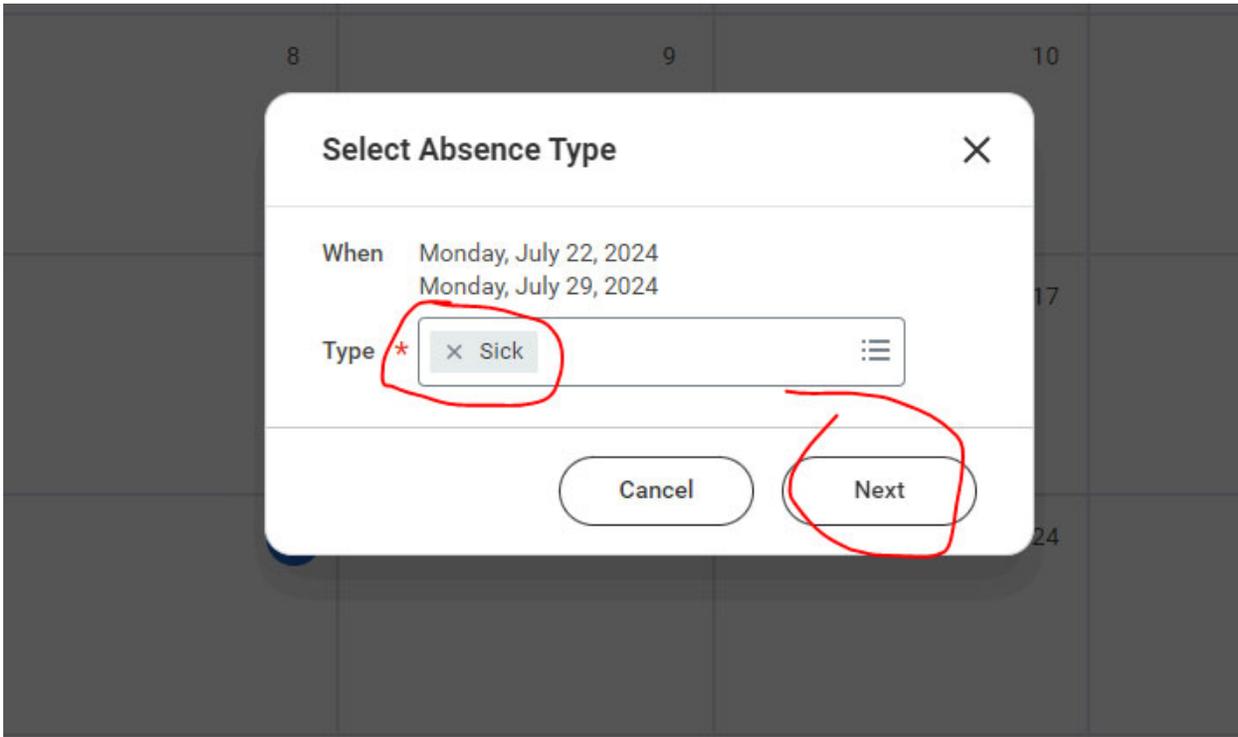

5. Request the Absence

Navigate to the date (in the future or in the past), select the date(s) on the calendar, and click the **Request Absence** button in the lower left of the screen.

6. Absence Type

Select the appropriate **Absence Type** and click **Next**.

7. Complete the Request

Confirm the information is correct, make any edits to the Quantity per Day (i.e. the Team Member used a half day rather than the default full 8 hours) that might be needed, the click **Submit** to complete their entry.