**Time Cards by Employee Selection**

The Time Cards by Employee Selection allows you as the Supervisor/manager to add, delete, or make edits to your direct reports time card entries.

Search for employee by employee id number, last name or first name (employee id and last name are best).
Highlight the correct employee’s name and click OK. While the list may display multiple employees, you will only be able access employees for which you have been assigned.
Click ‘add’ at the bottom and then enter the work date, start time, end time and comments. Comments should be enter for everyday work date entered for closure. (Option 1: Did not worked – college closure or Option 2: Hours worked)

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click the ‘save’ button:
When the pop-up below appears – click ‘NO’