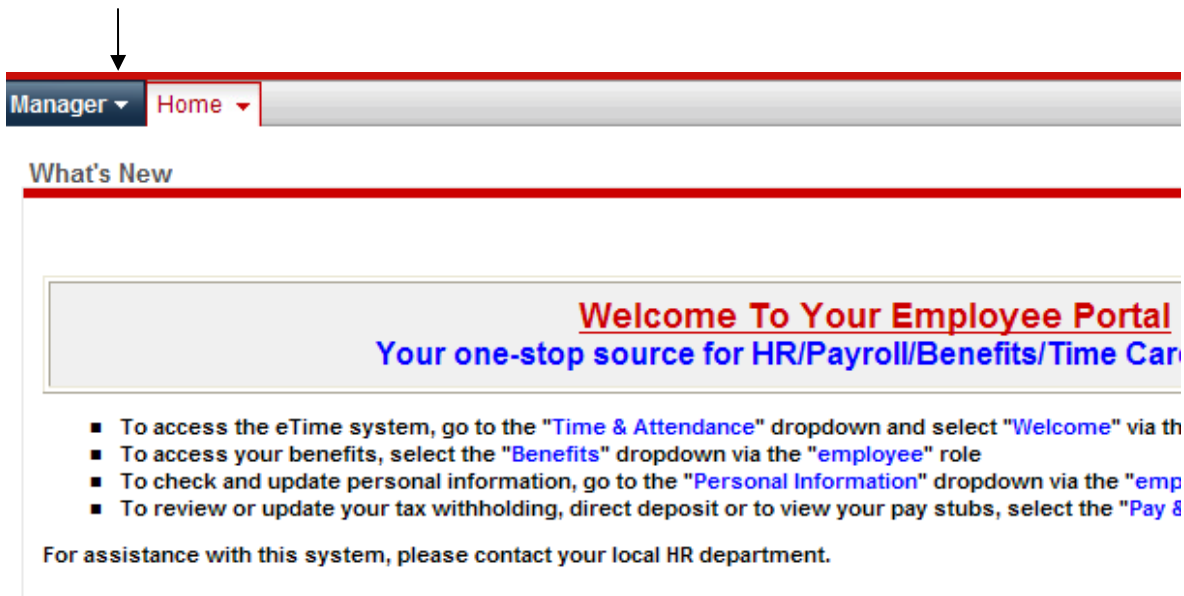
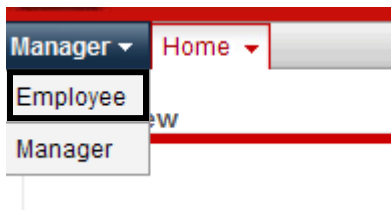


**Step 1:** From the welcome page click on the drop down link under Manager.



**Step 2:** Select the Employee option.



**Step 3:** Go to Time and Attendance and follow the normal process to enter and approve time.

