Step	Action
4.	From the returned results, select the appropriate employee.
5.	The Team Time page is displayed for the searched employee. Choose the appropriate employee from the **Name/Time** field.
6.	The Weekly Timesheet for the selected employee is displayed. Use the appropriate arrow to navigate between pay periods.
7.	The selected pay period is displayed. If necessary, use the appropriate arrow in the **Week** field to select the correct week in the pay period.
8.	Enter hours the employee worked in the appropriate field.
9.	Continue entering time in the appropriate fields.
10.	With all time entered in the appropriate field(s), click the **Submit** button. **Note:**