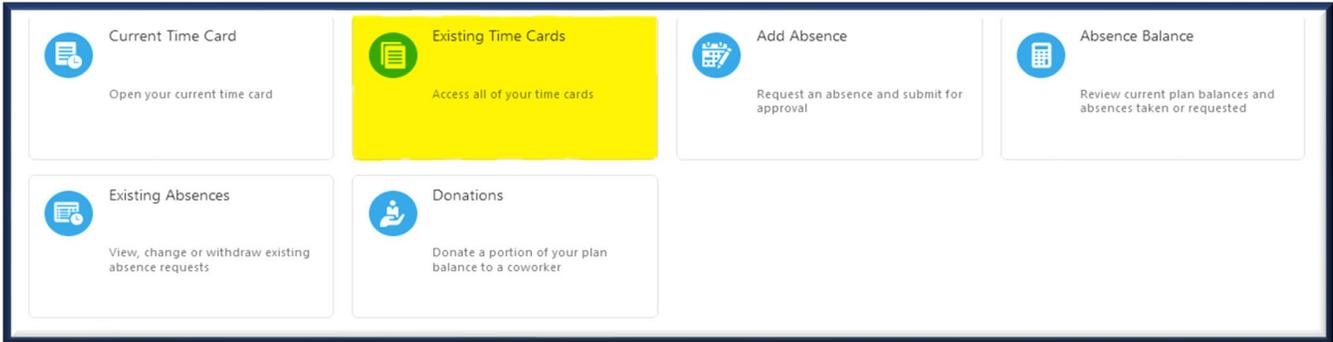


Click on “Existing Time Cards”



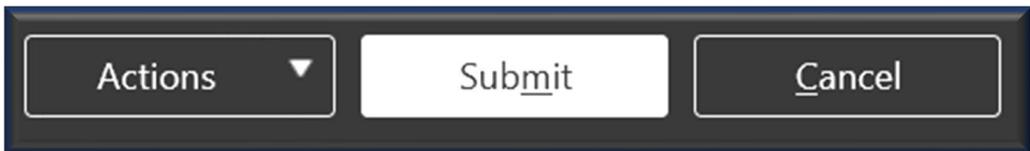
Click on the date of the time card you need to edit.



Click “Add” for new entries or click on the pencil icon if you need to correct an entry.



After you make your changes, hit “Submit.” Your supervisor will receive a new notification for approval.



Middlebury