

## HOW TO EDIT TIME USER GUIDE


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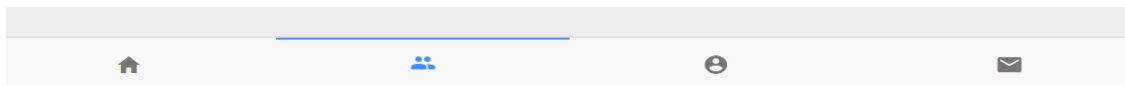
### Overview

Welcome to Lifeworks' *How to Edit Time* user guide. These instructions will assist you with editing employee's time

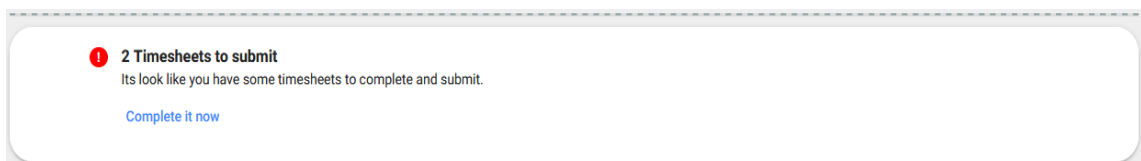
### Instructions for Editing Time

When submitting their hours, employees have the option to edit their time. This option provides an opportunity to fix any errors that may have occurred during time entry.

1. To begin, Click on the  icon located in the left-hand corner at the bottom of the page.



2. In the “Timesheets to submit box,” click on the blue “Complete it now” text located in the bottom left-hand corner.



3. Then, click on the black “Edit” text located in the top right-hand corner.

This screenshot shows a summary view of a timesheet entry. At the top, it displays the 'Date of service' as 'July 15, 2020' with an 'Edit' link to its right. Below this is a section for the 'Recipient of care', 'Jenny Tester', accompanied by a profile icon. A blue bar contains three columns: 'Time in' (12:43 PM), 'Time out' (12:44 PM), and 'Total Time' (0 hr 1 min). Underneath is a 'Service details' section with a dropdown arrow and a checked checkbox for 'Do you want to submit this timesheet?'.

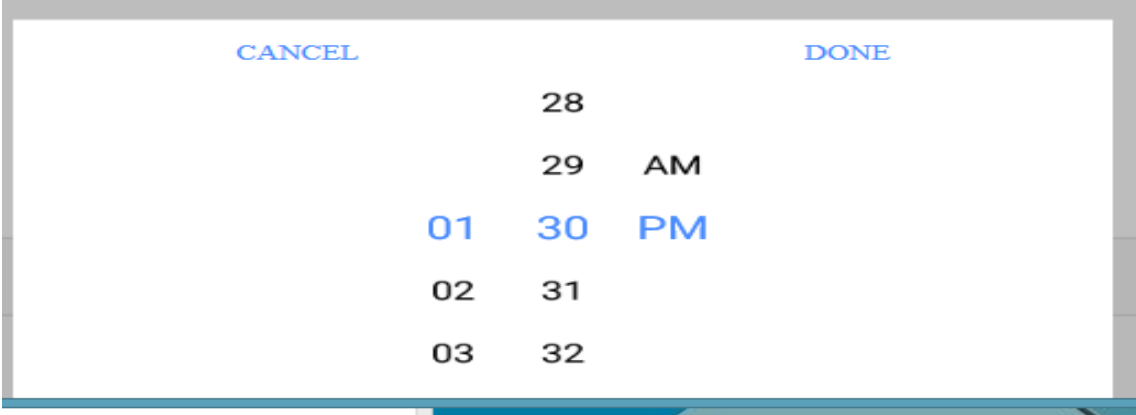
4. Click in the text field where you want to edit the time.

This screenshot shows the edit view of the timesheet. It features a profile icon and the name 'Recipient of care Jenny Tester'. The 'Time' section includes the 'Date of Service' (July 15, 2020) and a 'Provided Care' section with radio buttons for 'Yes' (selected) and 'No'. Below are two text input fields: 'Time In (07-15-2020)' with the value '01:19 PM' and 'Time Out (07-15-2020)' with the value '01:23 PM'.

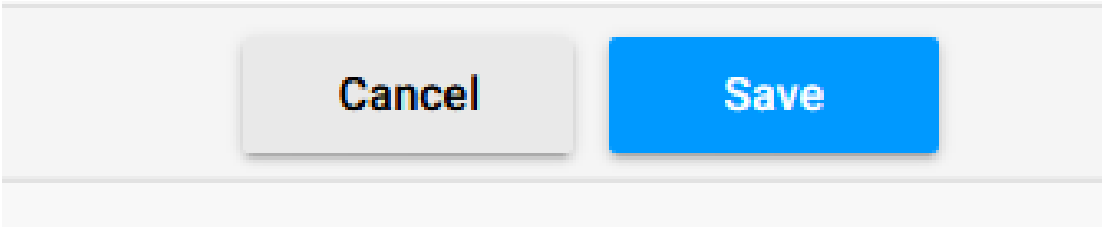
5. A box will pop up that allows you to adjust the time by scrolling with your finger or mouse through the numbers.

This screenshot shows a time picker modal. It has 'CANCEL' on the top left and 'DONE' on the top right. The time '01:19 PM' is displayed in large blue digits. Below the time, there are two columns of numbers: the first column contains '01', '02', and '03'; the second column contains '17', '18', '19', and '20', '21'. The number '19' is highlighted in blue, and 'PM' is shown to its right.

- 6. After you have adjusted to the correct time, click the blue “DONE” text located in the top right-hand corner or click the blue, “CANCEL” text in the top left-hand corner if you do not want to make that change.



- 7. Then, click the blue “Save” button.



8. Then click the blue “OK” text displayed in the right-hand corner of the “Changes Updated” box. Congrats! You have successfully edited your time.

