Can I enter my students work hours for them?

Yes! Managers/supervisors have access to enter time for their student employees:

- The manager would just need to select the “Report Employee Time” option on the right hand side.
- Then managers should enter the appropriate time period.
- Afterward managers can enter the IN and OUT time for each day worked.
- Once the manager hits Submit, they’ll be able to approve any/all submitted hours for that student employee.