

# Time Management & Time App - HR

## Time Management & The Time App

For HR staff, the Time APP will be used for you to enter or approve leave and/or time events (depending on the profile), or to run time reports and maintain master data (Payroll Team).

- 1. Change and/or cancel a Leave of Absence
  - 2. How to perform a Leave of Absence
  - 3. Management of Delegation
  - 4. TimeKeeper Management
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### HOW TO PERFORM THESE ACTIVITIES ON THE TIME APP

you will find the procedures for each of the activities you can perform on the Time App as HR:

#### **Change and/or cancel a Leave of Absence**

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

#### **How to perform a Leave of Absence**

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

#### **Management of Delegation**

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

#### **TimeKeeper Management**

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

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