

# Time Entry

This course is for individuals who will be entering and/or approving timecards only (they have no other roles in AiM). If you have the following roles in AiM you are required to take this course:

- Time Entry
- Timecard Approver (by shop) for selected individuals

## Topics Covered

- General Navigation (Lite)
- Timecard Entry (including Leave)
- Timecard Search

At the end for approvers:

- Timecard Approval
- "Timecard with Leave" Report