Time Entry Outdoor Services

If you have the following roles in AiM you are required to take this course:

- Time Entry
- Timecard Approver for Outdoor Services team members

Topics Covered

- General Navigation (Lite)
- Timecard Entry (including Leave)
- Time Entry in Go
- Timecard Search

At the end for approvers:

- Timecard Approval
- "Timecard with Leave" Report