

# submitting your hours in four steps



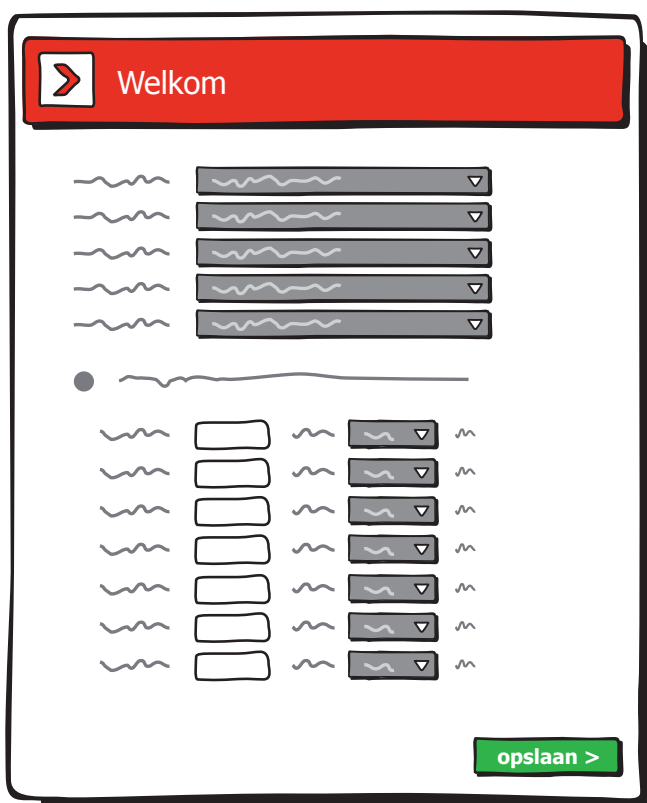
## 1. Log in

Log in to your personal environment in T-Point via [www.tempo-team.nl](http://www.tempo-team.nl) by entering your user name and password and then clicking on log in.



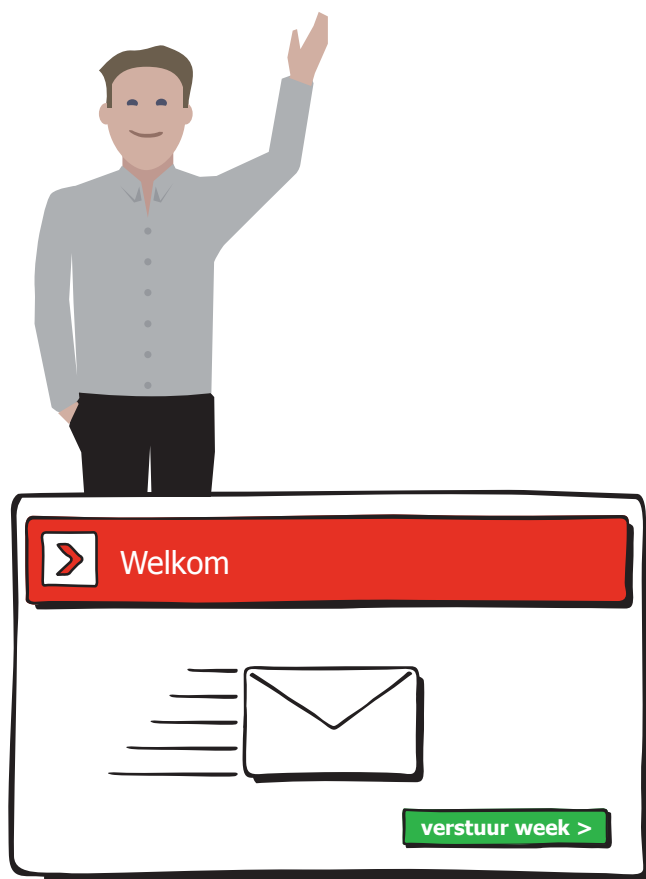
## 2. '+new week'

Go to the tab 'my time records' You see an overview of the hours you have already submitted per week. Click on '+new week' to enter a new week.



## 3. Enter and save hours

Choose a week number and fill in the basic details. For each day, you can submit the type of hours you have chosen (worked hours or holiday hours, for instance). Click on 'save'.



## 4. Send

Choose 'new hours' to select a different hour type or choose 'edit' to make changes. Done? Choose 'send week' to send your hours.