



How do I Approve Cornell Student Time in Workday?

1. Log in to Workday. In a web browser, go to <https://hr.cornell.edu/workday>



2. Enter your Cornell Sponsored NetID and Password at the CU Web Login screen. Click **Login**.

CUWebLogin

NetID:

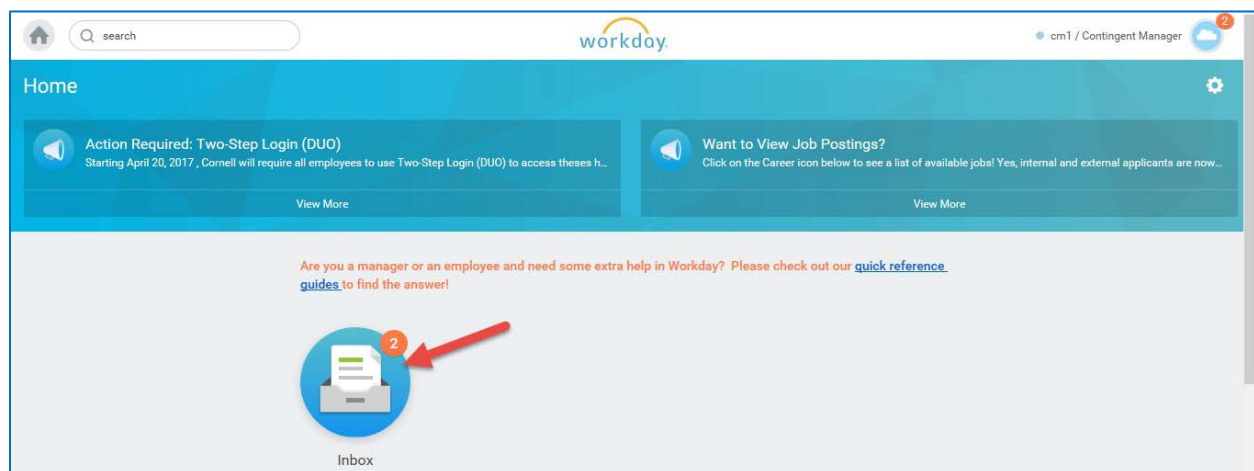
Password:

3. At the Workday Login screen, you will be prompted again to enter your Cornell Sponsored NetID and Password. You will be asked to change your password the first time you login.

Workday Homepage – Your Access

You have limited access in the Cornell Workday system. You can access the Workday Inbox to receive time entry approval requests for Cornell students who work for you. Your access allows you to **View**, **Approve**, **Send Back** or **Deny** those time entry approval requests. You do not have access to view any other information in Workday.

Your Workday homepage should look the image below and should have the Inbox icon (worklet). If you do not see this Inbox worklet, follow the instructions in [Appendix A. - Add Inbox Worklet to Your Homepage](#).

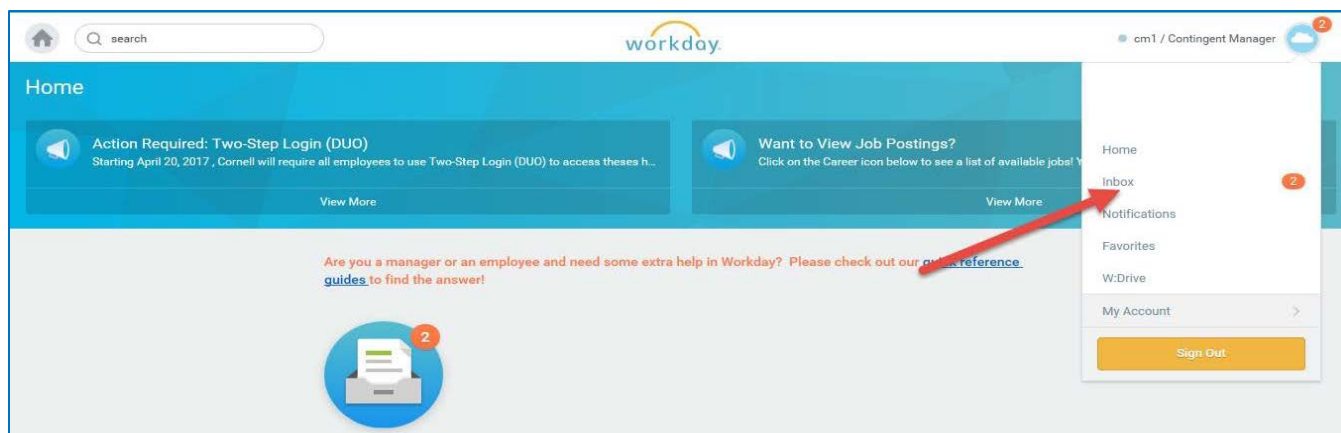


Accessing Your Inbox

You can get to your Inbox Items in one of two ways.

- Click on the Inbox worklet OR
- Click on your name in the upper right hand corner and select **Inbox** from the drop down list.

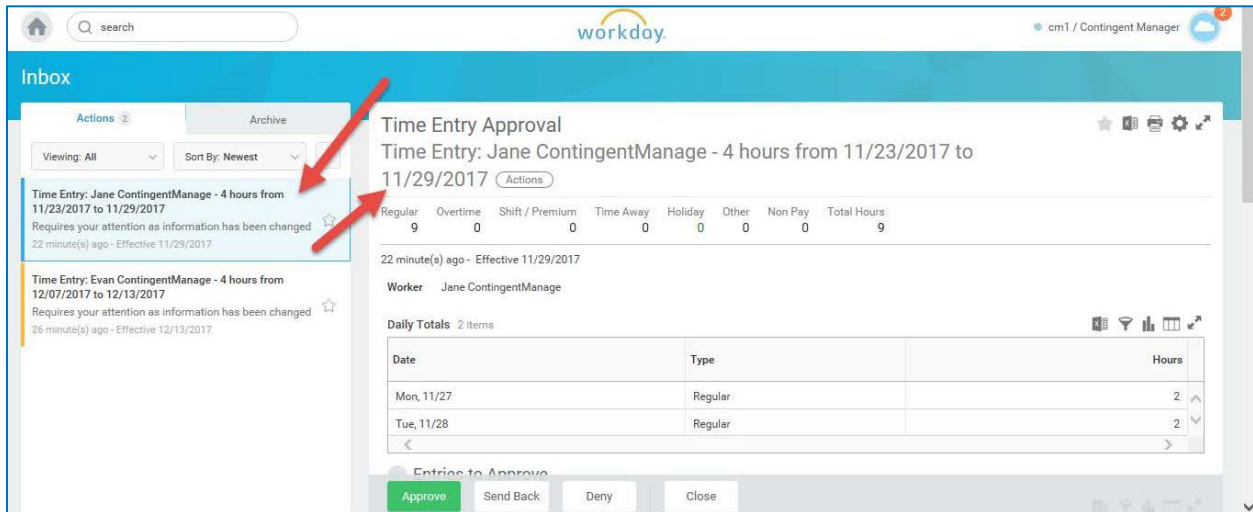
Note: The orange circle next to the Inbox worklet or the cloud in the upper right hand corner of the screen indicates the number of items in your Inbox. If the orange circle is not present, there are no items in your Inbox.



About the Inbox Items

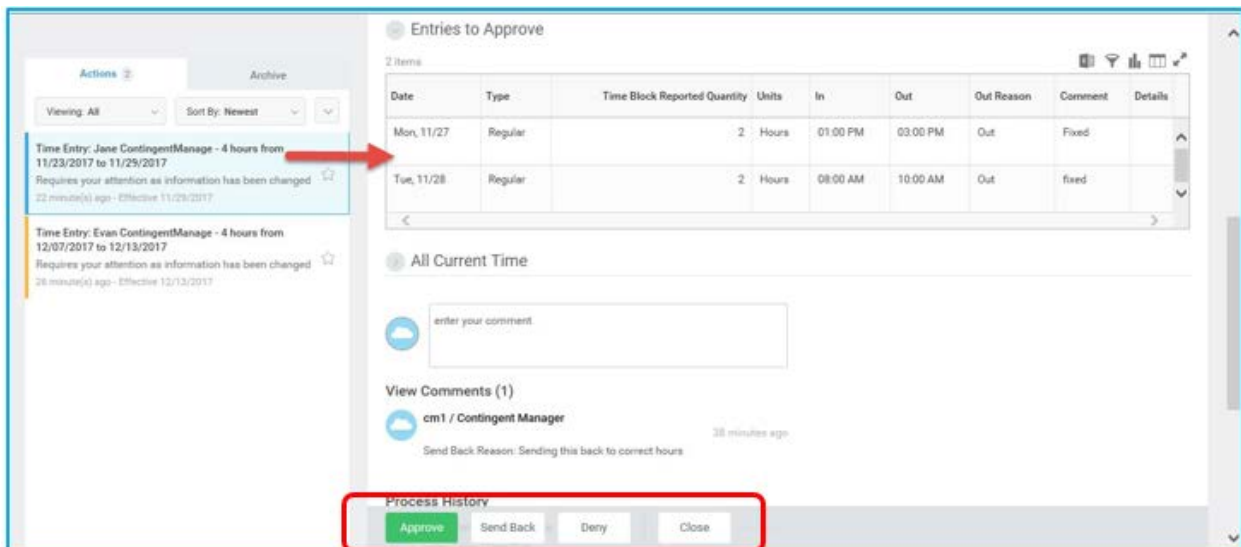
- The left hand pane of your Inbox provides a list of your Time Entry Approval requests.
- The most recent requests appear at the top of the list.
- You may have multiple items in your Inbox if you have multiple students who request Time Entry Approval.
- If you have multiple requests from the same student that require your attention, these requests append and you will see just one item for the student in your Inbox.

- You can see two tabs, **Actions** and **Archive**. Under **Actions**, you will see all items awaiting your action. Under **Archive**, you can see a list of items that you have acted on in the last 30 days.
- The right pane provides detailed information along with allowable actions for the Inbox item selected (highlighted).



Reviewing Time

The right pane provides detailed information along with allowable actions for the Inbox item selected (highlighted). Scroll down to see detailed information (Date, Type, Hours, In and Out Times, etc.) regarding the entries to approve. If you have multiple requests from the same student that require your attention, these requests append and you will see just one item for the student in your Inbox. To act on the request you can use one of the following options:

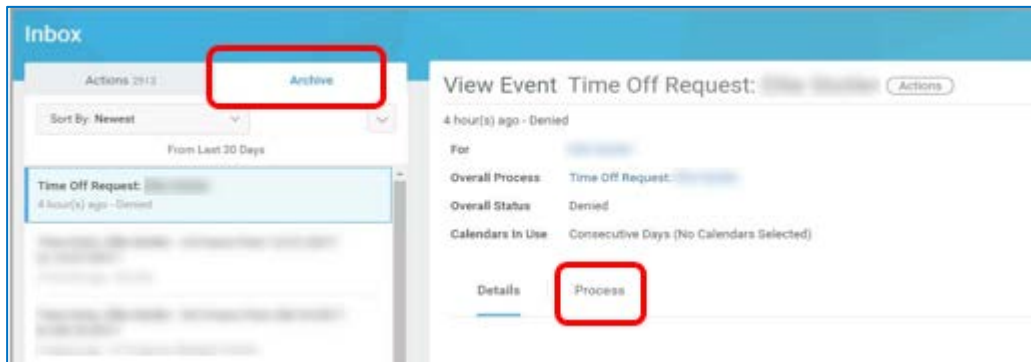


- **Send Back** - You may want to send the approval request back to the student for additional information or request the student make a change to the submitted hours. Remember to enter a comment to indicate the reason you would like the student to correct their time. The student will receive an Inbox item with your request for additional information/modification. The student can make modifications from their Inbox and resubmit for approval.
- **Deny** - You may find it necessary to Deny the Approval request and notify the student of the denial. Enter the reason you are denying the Approval request. You might deny a request in scenarios for example, the student entered invalid time worked or time on the wrong job. The student will receive an Inbox item with your denial.
- **Approval** - Review the time worked in 'Entries to Approve' in the right hand pane of your Inbox. The dates, type, hours worked and related information submitted by the student will appear. If you do not approve of all entries submitted by the student, you must use the 'Send Back' or 'Deny' options.

Click the **Submit** button and then **Done**. When you take action on the Inbox items, it will be removed from the **Actions** tab of your Inbox, but will be available on the **Archive** tab.

Additional Information / Action Confirmation

To see additional information, including history regarding the Approval Request (i.e., submission information or 'Send Back' history):



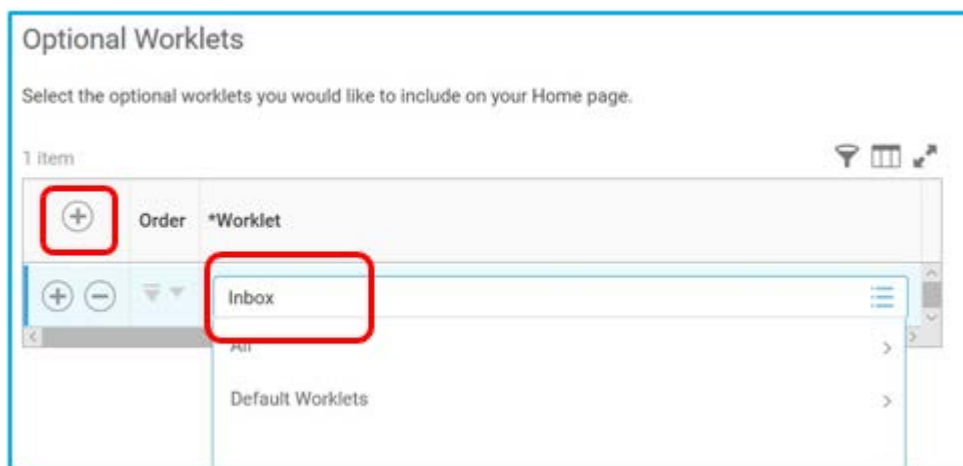
- In the Workday Inbox, click the **Archive** tab.
- To see the action taken ('Approve', 'Send Back' or 'Deny'), Click **Process**.

Appendix A: Add Inbox Worklet to Your Homepage

1. Click on the gear in the upper right hand corner of your screen.



2. Click on the + button to add an optional Worklet.



3. Type Inbox and press Enter on keyboard. Ignore this alert message:
4. Click OK and then Done. The 'Inbox' worklet is added to your homepage.

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu