You can review and approve time submitted by your employees using one of the following options:

1. From the **Team Time** icon - Use this option to select a group of employees and quickly approve their time.

2. From your Workday **Inbox** – Use this option to approve time for students, employees with multiple jobs and for employees performing edits on time worked in past pay periods.

### 1. APPROVE TIME FROM TEAM TIME

1. On the Workday homepage, click the **Team Time** icon and then select **Review Time**. The **Review Time** page appears.

2. The **Date** field defaults to today. To approve a different day or pay period, change the date as needed.

3. The **Review my direct reports only** field is checked by default. If you want to see all employees rolling up to you, uncheck this box and select the employees under **Workers**.

4. Under **Show**, choose one of the options below:
   - **All Workers** – to see all employees regardless of whether they have approved, submitted or unsubmitted hours.
   - **Workers with Hours to Approve** – to see only employees who have submitted their hours and you need to approve time.
   - **Workers with Unsubmitted Hours** – to see employees who have not submitted their time. The manager can use this option to send reminder emails to their employees.

5. In **Period Schedule**, select **Bi Weekly**. You are **required** to select this field if you have exempt and non-exempt employees in your organization. Click **OK**.

6. On the **Review Time** page:

   ![Review Time Page]

   - You can view your team’s time at a glance in the **Time Period Summary** table.
   - Use the **Previous Period** and **Next Period** buttons, as shown in the image above to navigate between periods.

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**Have Questions?** Please contact your local Pay Rep by clicking **here**.
• You see yellow flags with employees with unsubmitted hours or no entered hours.

7. You can click an employee’s name to drill down to employee specific time data. Drill to check for missing time blocks, meal breaks and time off requests.

8. You can also use the arrows on the top right corner to navigate between employees.

9. Click **Approve** to approve the timecard viewed.

**Approve Multiple Employees Time Submitted**

1. Return to the **Review Time** page. Select the checkbox next to the employee name in the **Time Period Summary** table or check select all.

2. Click **Approve.**

**APPROVE TIME FROM INBOX**

1. Click your image on the top right corner of the Workday homepage and select **Inbox.**

2. Click the time entry item under the **Actions** tab.

3. Review the submitted time in the **Entries to Approve** section.

   As you review, if you want to see more details of the time submitted by the employee, you may click the magnifying glass icon’s **Related Actions** in **Details** column.

4. Click **Approve, Send Back, Deny, or Close.**

   **What do I do if I find inconsistencies in submitted time?** Use **Send Back** to send back the submitted time item to the employee with a comment on the corrections required. **Use Close** will skip the task and leave the time entry item unapproved in the **Inbox.**

   **IMPORTANT:** When you approve time from the inbox, it will only approve the time worked. If an employee has time off requests for the pay period, it will appear as a separate inbox item that you need to approve. Please click on link **here** to see how to approve time off from the inbox.

**ENTER TIME FOR EMPLOYEE**

You can also enter time for your employees.

1. On the Workday homepage, go to **Team Time** and then click **Enter Time for Worker.**

2. In the **Worker** field, select the employee by clicking the prompt in the box and selecting **My Team.**

3. In the **Date** field, select the date you are entering the time for. It automatically defaults to today. Click **OK.**

4. On the weekly calendar, click on a day to enter the time block. **Enter Time** page appears.

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5. Enter the following details:
   - **Time Type** defaults to Regular or select another as needed. You will only see eligible time types by position.
   - Enter In time for when the shift started.
   - Enter the Out time.
   - In Out Reason, select Meal or Out (end of shift)
   - Select Position, if the employee works multiple jobs.

6. When you complete all required fields, click **OK**. Workday AutoSaves the time entry to the timecard.

7. You may need to enter multiple time blocks in a day depending on the employee’s shifts and breaks. Total hours update and display above the calendar as shown in the image below.

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Regular</th>
<th>Overtime</th>
<th>Shift</th>
<th>Time Away</th>
<th>Holiday</th>
<th>Special Rate</th>
<th>Other</th>
<th>No Pay</th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

8. Click **Submit** to submit time.

9. Click **Submit** again to confirm. The employee will receive a notification that you have processed a change to their time card.

MODIFY OR DELETE A WORKER’S TIME

1. On the Workday homepage, go to the Team Time and select Enter Time for Worker task.
2. Select the employee in the Worker field.
3. Select the Date that you are correcting time for employee.
4. On the weekly calendar, click the time block. In the Enter Time box:
   - **To Edit**: make corrections as necessary and click **OK**
   - **To Delete**: click **Delete** to erase the entire time block. Click **Delete** again to confirm.

RELATED JOB AIDS

- **Request Time Off**
- **Correct Approved Time Off**

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