There are a couple of different options to review and approve time:

- From the Team Time icon, (Use this option to select a group of employees and quickly approve their time.)
- From your Workday Inbox

Below are steps for both options.

**REVIEW AND APPROVE TIME FROM THE TEAM TIME ICON**

1. Log into Workday. On the Home page, click on **Team Time** and then select **Review Time**. The following screen will appear.

   ![Review Time Screen]

   - **Date** field automatically defaults to today’s date. If you are approving time for a different pay period, enter date in that pay period.
   - 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.
   - Under **Show**, choose one of the options below and click **OK**:  
     - **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.

2. On the **Review Time** page, you can view your team’s time at a glance in the **Time Period Summary** table. You can see how hours are categorized for each employee, such as Hours to Approve, Unsubmitted Hours, etc.

   ![Time Period Summary Table]

   Use the **Previous Period** and **Next Period** buttons, as shown in the image above to navigate between periods.

   You can click an employee’s name to drill down to employee-specific time data. You can also use the arrows on the top right corner to navigate this page view between individual employees.

3. Click **Approve** to approve the timecard of the employee you are viewing.

   ![Approve Time]

   - **Workers with Unsubmitted Hours** – to see employees who have not submitted their time. You might want this information to send them a reminder email about it.

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To approve multiple employee’s time at once in this task:

1. Go Back to Review Time. Select the checkbox next to the employee name in the Time Period Summary table and select employees.
2. Click Approve.

**REVIEW AND APPROVE TIME FROM INBOX**

2. To access your Workday Inbox, click your image on the top right corner of the Workday homepage and select Inbox.
3. Click the Inbox item that consists of the submitted time. Review the submitted time entry 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.
   - Use Approve to approve the time entry.
   - Use Send Back, if you find inconsistencies in the submitted time and you want your employee to correct their time. You must enter a reason in the comment box.
   - Close will skip the task and go to next task in your Inbox.
   - We recommend that you do not use Deny.

**ENTER TIME FOR EMPLOYEE**

You can also enter time for your employees.

1. On the Workday homepage, click the Team Time icon and then click Enter Time for Worker. In the Worker field, select the employee by clicking the prompt in the box and selecting My Team.

2. In the Date field, select the date you are entering the time for. It automatically defaults to today’s date. Click OK.
3. On the weekly calendar, click on a day to enter the time block. The Enter Time screen will appear.
4. Enter the following details:
   - **Time Type:** It will be Regular by default, select the time type based on need. Only time types that you are eligible for, will display. For a complete list of the various time types, follow this link here (link to appear here).
   - **In:** Enter the time employee began work.
   - **Out:** Enter the time employee ended work and/or took a break.
   - **Out Reason:** You must select Meal for all meal break(s) to comply with New York State regulations. Select Out for the end of your work block.

**IMPORTANT:** The employee will receive a notification that you have processed a change to their time card.

**IMPORTANT:** If you have multiple Inbox items, use the filter Time Entry Approvals, to see items related to time approvals.

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5. When you complete all required fields, click OK. Total hours update and display above the calendar.

<table>
<thead>
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<th>Regular</th>
<th>Overtime</th>
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<th>Time Away</th>
<th>Holiday</th>
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<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

6. Click Submit to submit time.

7. Click Submit again to confirm the new information. Note: The employee will receive a notification that you have processed a change to their time card.

8. To see further details of the submitted time, click the Details and Process arrow. In the Reported Time Block, click the magnifying glass icon’s Related Actions. Check the Reported or Calculated tab to view more information. Click Done.

**MODIFY OR DELETE A WORKER’S TIME**

1. On the homepage, go to the Team Time icon 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 Modify:** make corrections as necessary and click OK
   - **To Delete:** Click Delete to erase the entire time block. Click Delete again to confirm.

**Security Warning:** When you are finished, click your name on the top right corner and click Sign Out. Close the browser window to make sure no one can log into Workday using your account.

**RELATED JOB AIDS**

- Request Time Off
- Correct Approved Time Off

**IMPORTANT…** When you modify or delete time for an employee, remember to add a comment every time.

**IMPORTANT…** Manager Approval is not required for this process, as the manager is entering time for the employee.