Cornell University

Approve Time in Time Tracking

Managers and Timekeepers

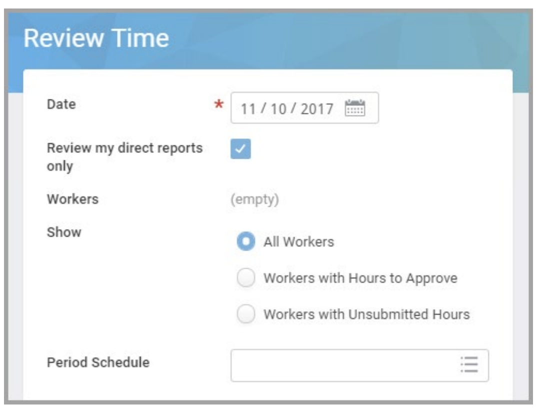
Last updated: 9/1/2022

Depending on your role, use one of the following options to review and approve time:

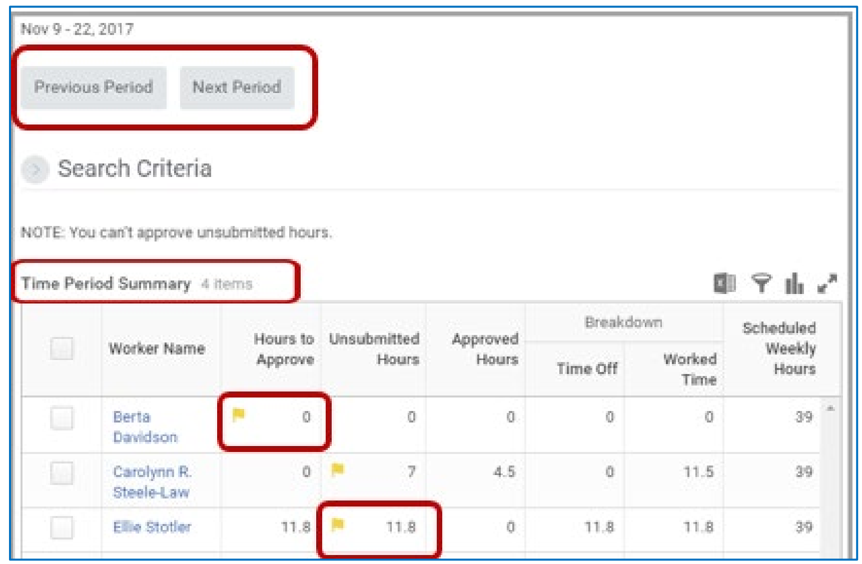
1. **Managers** use the **My Team Management** dashboard: use this option on submitted timeblocks for multiple employees (including students) within the **two-week** pay period.
2. **Timekeepers** (including **Student Timekeepers**) use the **Team Time** icon: use this option on submitted timeblocks for multiple employees (including students) within the **two-week** pay period.
3. The Workday **Inbox** can be used by both **managers** and **timekeepers** for submitted time of an employee within a specific week.
   Note: We recommend reviewing and approving time on a weekly basis.

APPROVE TIME

1. From the **Home** page, click on the **Menu** in the upper left-hand corner, then click the **My Team Management/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:
   - **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:



   - 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.
   - You see yellow flags indicating 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.

Can I approve all employees from the Review Time option? Yes, all employees can be approved from the Team Time option.

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. Near your image on the top right corner of the Workday homepage, 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.

How can I see only Inbox items related to my team's time entry? In your Inbox, you can use the **Time Entry Approvals** filter to see only items related to time worked approvals.

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Comment	Details
Thu, 7/20	Regular	4.5	Hours	07:30 AM	12:00 PM	Meal		
Thu, 7/20	Regular	3.5	Hours	12:30 PM	04:00 PM	Out		

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

   Using **Close** will skip the task and leave the time entry item unapproved in the **Inbox**.

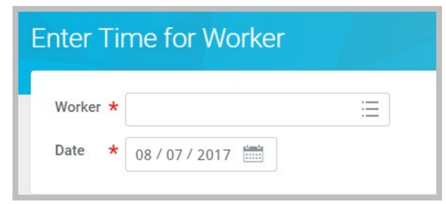
What do I do if I find inconsistencies in submitted time? Use **Send Back** to send back the submitted time item to the employee with a comment on the corrections required. We recommend that you do not use **Deny**.

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. If you would like more information, please view the How to Approve Time Off job aid to see how to approve time off from the inbox.

ENTER TIME FOR EMPLOYEE

You can also enter time for your employees.

1. From the **Home** page, click on the **Menu** in the upper left-hand corner, then 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. The ***Enter Time*** page appears.

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).

Where can I see a complete list of all time types? View our complete list of various time types.

- 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.

> **What are the meal break regulations?** NYS regulations require an employee to take 30-minute meal break depending on total hours worked.

Regular	Overtime	Shift	Time Away	Holiday	Special Rate	Other	No Pay
39.916667	0	0	0	0	0	0	0

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.

> **Do I need to approve my employee's time when I enter time for them?** Manager approval is not required for this process, as the manager is entering time for the employee

MODIFY OR DELETE A WORKER'S TIME

1. From the **Home** page, click on the **Menu** in the upper left-hand corner, 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:

   1. **To Edit**: make corrections as necessary and click **OK**
   2. **To Delete**: click **Delete** to erase the entire time block. Click **Delete** again to confirm.

> **What is required when I edit or delete time for a team member?** You are required to add a comment.

ENTER, MODIFY OR DELETE TIME – FOR A RETRO PAYPERIOD

You can make changes to a previous pay period on behalf of an employee using the same instructions from the above section.
Note: The time that you submit on behalf of the employee is auto approved.

Some **IMPORTANT** points to remember:

- You have to wait for the pay period to be unlocked for edits. The pay period is unlocked on the Saturday following the end of a period at 0:00 hours.
- You can perform retro edits up to 90 days in the past.
- If you are correcting time prior to 90 days, contact the helpdesk at hrpayrollsupport@cornell.edu.

SUBMIT TIME FOR EMPLOYEE

You will need to submit time on behalf of the employee in the following scenarios.

- An employee has entered time for a previous pay period. They can enter, correct or delete time but **are not able to submit** time for approval.
- An employee has entered time and not submitted time by payroll deadlines.

> **How will I know an employee has made retro edits?** The employee will have to inform you outside of the system.

To submit on behalf of the employee:

1. On the Workday homepage, search for the employee. Click on the employee name to open the employee profile.
2. Click **Actions**, **Time and Leave**, and **Enter Time**.
3. Change the date as appropriate
4. On the timecard, review the unsubmitted timeblocks. Click **Submit** to approve.

RELATED JOB AIDS

- Request Time Off
- Correct Approved Time Off

Questions? Your local Pay Reps can help! Find out who they are and how to contact them with the Pay Rep Listing.