



Approving Time Entries



The Approving Time Entries tip sheet is for Managers.

Managers must approve their employee's time for the employee to be paid.

Review and Approve Time Entries

After non-exempt employees enter and submit time, managers are responsible for reviewing and approving time in Workday.

1. Select the **Workday Inbox**.
2. Select a submitted **Time Entry** from the left-hand panel.
3. Review the request and select **Approve** if the time entry is approved.
OR
Select **Send Back** if further changes need to be made. The employee receives a notification of the returned time in their Workday Inbox.

NOTE: If an employee edits an approved time entry, managers receive a Time Entry Correction task in their Workday Inbox to review.

Review and Approve Team's Time Entries

Managers can review and approve time for multiple employees at once.

1. From the Workday menu, select the **Time and Absence** application.
2. Select the **My Team's Time** tab.
3. Under tasks, select **Review Time**.
4. Confirm the **Date** to review. The date auto-populates as today.
5. All other fields are optional.

NOTE: To view time for a specific worker, deselect the **Review my direct reports only** checkbox and select a specific worker.

6. Select **OK**.
7. Review the hours submitted by each employee.

NOTE: From this screen, you can also select the **Previous Period** or **Next Period**.

8. Select the checkbox next to each employee's name whose hours you approve.
OR
Select the checkbox in the header of the Time Period Summary table to select all workers.

9. Select **Approve** to approve selected employees' time. Once a manager approves time, the employee sees approved on each time block within their time entry calendar.