

## TIME APPROVAL IN WORKDAY

As a manager or supervisor, you are responsible for reviewing and approving your employee's time entry through Workday.

All employees **MUST** submit their time in Workday **WEEKLY**. This is designed to assist all employees (including managers) to report time efficiently and correctly. Managers are required to **APPROVE** time weekly as well. We recommend that all managers login to Workday on Monday or Tuesday of each week to review and approve employee's time from the previous week. Time approval is more sensitive in the Workday system due to lock-outs of pay periods resulting in employees not being able to enter or approve time once the pay period closes.

## ENTER TIME FOR WORKER

As a manager/supervisor, you have the ability to enter time for a worker in last minute circumstances, emergencies, or simply as a back-up. This may be required if an employee is out sick the last day of a pay period and their time needs to be entered and approved. *This is NOT to be used to make corrections to time entry unless absolutely necessary. Employees are strongly recommended to be responsible for making corrections to their reported time, if errors are made.*

## ENTER TIME FOR WORKER


From the **Home** page:



1. Click the **Team Time** application
2. Under the Actions section select **Enter Time for Worker**.
3. Enter the Worker's Name and select the date you would like to enter time for this individual.

### Enter Time for Worker

Worker \*

Date \* 08 / 31 / 2018 

OK

4. Click .
5. This will show you a weekly calendar view in which you can enter time for the worker on any date necessary. Please see Activities 1.1 – 1.5 on how to enter time.

**You have approved time for 1 worker(s): 08/20/2018 - 08/26/2018**