

TIME APPROVAL IN WORKDAY

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

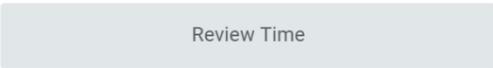
All employees **MUST** submit their time in Workday **WEEKLY**. This is designed to assist all employees (including managers) to report time efficiently and correctly. Managers are required to **APPROVE** time weekly as well. We recommend that all managers login to Workday on Monday or Tuesday of each 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.

APPROVE TIME FOR HOURLY EMPLOYEES

NOTE: It is recommended that the manager approve time by the end of day on Tuesday for the time submitted in the prior week.

From the **Home** page:



1. Click the Team Time application.
2. Select your **Inbox**.
3. Select  in the Actions section.
4. Click  or type to change the **Date** to the Monday of the prior week.
5. If you prefer to approve groups of employees at a time, then you can deselect the **Review my direct reports only** checkbox, click on the Employee Type field and select the desired group of workers (e.g. select Student to review all student workers, select Temporary for all NANCE and non-academic workers, Adjunct for all Academic Hourlies, etc.)

6. Click  .
7. All workers and their hours will display. This activity focuses on only the NANCE, Classified Substitutes, Not for Credit, Academic Hourly, Short Term, Professional Experts, and Student workers including Federal/CalWORKS work study.
8. Yellow flags help identify potential problems for these types of workers.
- If the flag is in the **Hour to Approve column** with a 0, then the worker forgot to enter their time into Workday. Was the worker supposed to work this week? If so, contact the worker to have them enter and submit their time in Workday.
 - If the flag is in the **Unsubmitted Hours column**, then the worker entered

time but forgot to click  .
Contact the worker and have them click Submit.

- If there is no flag, then that means, the worker entered and submitted their time appropriately.

Worker Name	Hours to Approve	Unsubmitted Hours
Worker 1	 0	0
Worker 2	0 	15
Worker 3	17	0

9. Employees are responsible for making corrections to their reported time if errors are made. If the number of hours does not reflect reality, contact the worker and have

them edit their hours and resubmit. If the position selected is not correct, contact the worker and have them edit the position.

10. Once you are ready to approve, click the checkbox next to the worker's name or select the checkbox at the top of the table to "Select All".

<input type="checkbox"/>	Worker Name
<input type="checkbox"/>	Worker 1
<input checked="" type="checkbox"/>	Worker 2

11. Click on the worker's name for more detail and to view all their submitted (or entered but not yet submitted) time for further review.



12. Click  .
13. Workers with multiple jobs will need to be approved via the Manager's inbox.