

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 ENTRY FOR ALL EMPLOYEES

From the **Home** page:



1. Click the **Team Time** application
2. Under the Actions section select **Review Time**.
3. Select the date of the previous week's Monday. (*This will default to today's date and should be changed*).
4. To review all employees at once, check the box next to **Review my direct reports only**. [A checked box is the default]. If you would like to only review and approve certain employees, UNCHECK this box and enter the employees names you would like to review in the **Workers** drop down menu. [Once you add an employee to this list there will be a check box next to their name, make sure it is checked].
5. Lastly, select the radio button next to **All Workers**.

Review Time

Date



08 / 31 / 2018



Review my direct reports only



Workers

(empty)

Employee Type



Show



All Workers



Workers with Hours to Approve



Workers with Unsubmitted Hours

OK

- Click .
- First, look to see which time period you are currently looking at. This is located at the top of the screen. You can jump back to the **Previous Period** or advance to the **Next Period**.

Jul 10 - 16, 2017

Previous Period

Next Period

- Next you will be looking at the grid system. First look at the far-right column labeled **Scheduled Weekly Hours**. This should be your marker for determining if they have submitted their total hours for the week. Contracted employees will have a set amount of hours listed. Hourly and Substitutes will not have any scheduled hours and the total will show as **0**.



Scheduled Weekly Hours

40

0

40

0

9. The next step can result in several different scenarios. Please take into consideration (as written below) whether you are reviewing a **Negative Time Reporting Employee** or a **Positive Time Reporting Employee (e.g. CSEA, Supervisors, Hourly Employees, etc.)**

- a. Scenario A: The Employee has **0s** across the entire grid:
 - i. **Negative Time Reporters** – If this employee has not taken any time off during that pay period, they will have zero hours. If they did take time off that week and you see zeros, they have not submitted their time, contact immediately to have them submit a time off request.
 - ii. **Positive Time Reporters** – They have not entered ANY time for this week, contact immediately to have them enter and submit their time for that week.
- b. Scenario B: The Employee has hours listed in the **Unsubmitted Hours** column:
 - i. **Negative Time Reporters** – They should never have this field populated.
 - ii. **Positive Time Reporters** – They have entered time for this pay period but not submitted it. FIRST check to make sure Unsubmitted hours equal scheduled weekly hours (when appropriate) and contact the employee immediately to submit their hours for that week by clicking the **GREEN** submit button.
- c. Scenario C: The Employee has hours listed in the **Hours to Approve** column:
 - i. **Negative Time Reporters** – They have submitted a time off request that you have not approved yet. Review and Approve the Time Off Request.
 - ii. **Positive Time Reporters** – Check to ensure that the total hours do not exceed their expected weekly hours (for hourlies & subs) and scheduled weekly hours (for contracted employees). If you have questions about their time, you can look at the breakdown of hours in the grid to understand where the time is coming from.

Hours to Approve	Unsubmitted Hours	Approved Hours	Breakdown						
			Regular	Time Off's	OT	Double Time (DT)	Comp Time Worked	Leave Without Pay (LWOP)	Grand Total
0	0	41.5	20	20	1.5	0	0	0	41.5

10. Once you are prepared to approve your employee's time, select the check box next to their name. If you have multiple employees, and you want to approve all their time at once, click the checkbox at the top of the grid to select all employees [located in the red box in the image to the right]. This option will not work if one employee has unsubmitted hours.

Time Period Summary 4 items | 1 se

<input type="checkbox"/>	Worker Name
<input type="checkbox"/>	Alyssa Brown
<input checked="" type="checkbox"/>	Janet Snelling
<input type="checkbox"/>	Kim Widdes
<input type="checkbox"/>	Tepora Fatilua

Approve

11. Next, click .

12. This will bring you to a recap screen that will let you know Time you did not approve and time you approved. This is nicely recapped in the blue header at the top of the screen.

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