

TIME APPROVAL IN WORKDAY

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

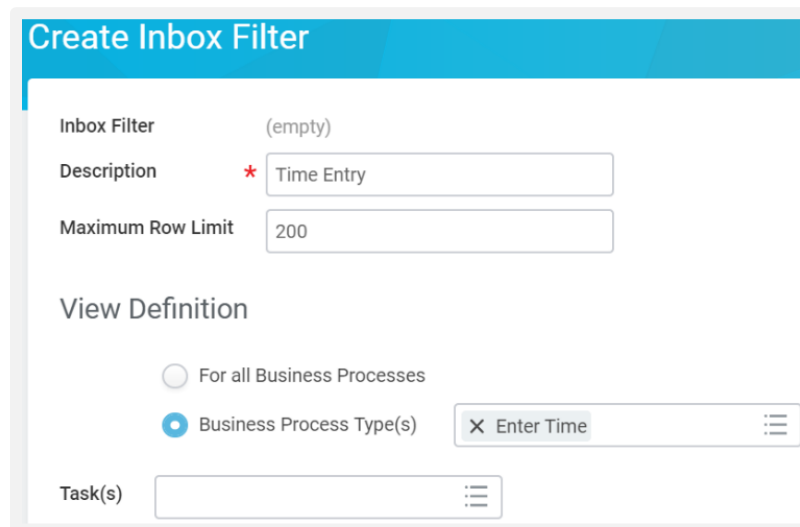
All employees MUST submit their time in Workday **WEEKLY**. This is designed to assist all employees (including managers) to report time efficiently and correctly. Managers are required to **APPROVE** time weekly as well. We recommend that all managers login to Workday on Monday or Tuesday of each week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

SET UP INBOX FILTER TO APPROVE TIME THROUGH INBOX

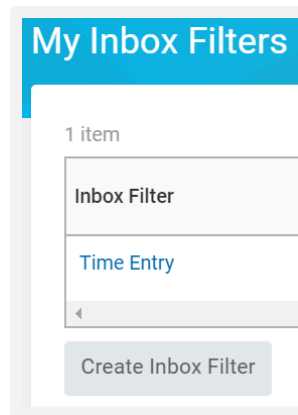
Workers with multiple jobs will need to be approved via the Manager's inbox.

From the **Home** page:

1. Click on the **Inbox** icon.
2. Under the Actions tab at the top of the page, select Viewing: All.
3. Click on **Edit Filters**.
4. Select Create Inbox Filter.
5. Type the name of the filter in the **Description** field (e.g. Time Entry).
6. Select the Business Process Type(s) radio button.
7. Type **Enter Time** and click **Enter**.



8. Click OK.
9. The new inbox filter will display, click Done.



10. To use the filter, click on the **Inbox** icon.

11. Under the Actions tab at the top of the page, select

Viewing: All

12. The new filter will display in the dropdown list. Only time entry tasks will now display in your inbox.

