



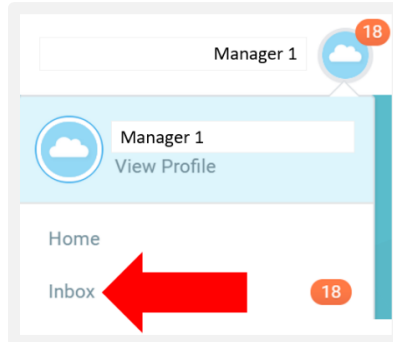
Time Reporting - Approving

**Academic Hourly, NANCE, Classified Substitutes,
Not for Credit, Professional Experts, Short Term,
and Students including Federal/CalWORKS Work
Study with Multiple Jobs**

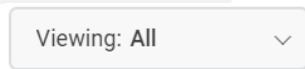
Approve Time - Approving by end of day on Tuesday for the week prior's time is recommended.

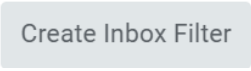
From a computer:

1. Log into Workday. – click [here](#) for the link to the site.
2. From the Home page, click on your name in the top right corner and select **Inbox**.



3. Under the Actions tab at the top of the page, select
4. Click **Edit Filters**.



5. Select 
6. Type a name for the filter in the **Description** field (e.g. Time Entry).
7. Select the **Business Process Type(s)** button.

A screenshot of the 'Create Inbox Filter' form. The form has a blue header with the title 'Create Inbox Filter'. Below the header, there are several fields:

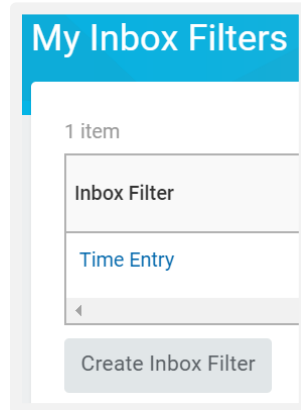
- 'Inbox Filter' with the value '(empty)'
- 'Description' with a red asterisk and the value 'Time Entry'
- 'Maximum Row Limit' with the value '200'
- 'View Definition' section with two radio buttons:
 - 'For all Business Processes' (unselected)
 - 'Business Process Type(s)' (selected), with a dropdown menu showing 'Enter Time' and a close button 'X'.
- 'Task(s)' field with a dropdown menu.


8. Type **Enter Time** and click **Enter**.

9. Click 

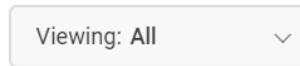


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10. Your new Inbox Filter will display. Click .

11. To use the filter, click on your name in the top right corner and select **Inbox**.



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

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

