



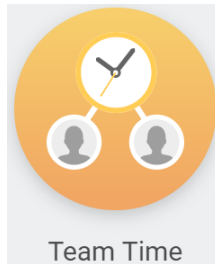
## Time Reporting - Approving

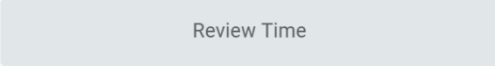
Academic Hourly, NANCE, Classified Substitutes,  
Not for Credit, Professional Experts, Short Term,  
Students including Federal/CalWORKS Work Study

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

From a computer:

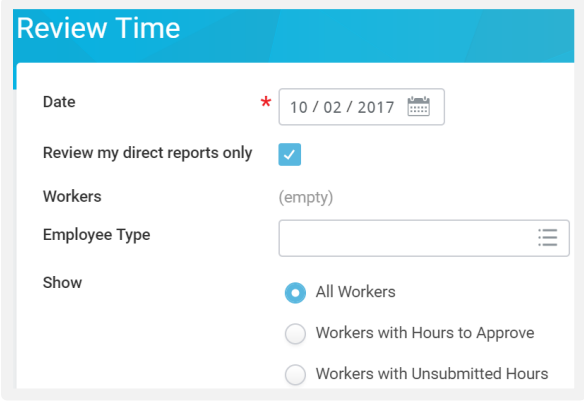
1. Log into Workday. – click [here](#) for the link to the site.
2. From the Home page, click the **Team Time** icon.



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. Student to review all student workers, Temporary for all NANCE and non-academic workers, Adjunct for all Academic Hourlies, etc.)



The screenshot shows the 'Review Time' dialog box with the following fields and options:

- Date:** 10 / 02 / 2017 (with a calendar icon)
- Review my direct reports only:**
- Workers:** (empty)
- Employee Type:** (dropdown menu)
- Show:**  All Workers,  Workers with Hours to Approve,  Workers with Unsubmitted Hours

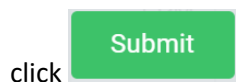
6. Click .

7. All workers and their hours will display. This activity focuses on only the NANCE, Classified Substitutes, Students, Not for Credit, and Academic Hourly workers.

8. Yellow flags help identify potential problems for these types of workers.

- a. If the flag is in the **Hours to Approve column** with a 0, that means that the worker forgot to enter their time into Workday.

- b. If the flag is in the **Unsubmitted Hours column**, then that means the worker entered time but forgot to



click

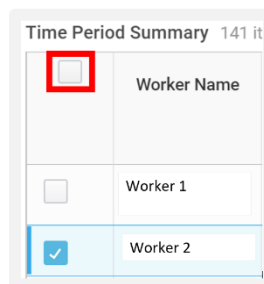


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Worker Name	Hours to Approve	Unsubmitted Hours
Worker 1	0	0
Worker 2	0	15
Worker 3	17	0

9. Reach out to the employee to fix their time. Employees are responsible for making corrections to their reported time if errors are made.
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".



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. Workers with multiple jobs will need to be approved via the Manager's inbox. For tips and tricks, click [here](#).

13. Click .