



Time Approvals Tips & Tricks Managers & Supervisors

Approve Employee Time Entries Weekly

From the **Home** page:

1. Click the **Team Time** worklet.
 2. Select the **Review Time** button to access your employee's weekly time entries.
 3. Select a day from the previous week under **Date**.
 4. You can either review all your direct reports (e.g. full-time contracted, hourly, student, etc.) or select specific workers. To select specific workers, uncheck the box next to **Review my direct reports only**, then type in the employees' names you would like to review. Click **OK**.
 5. Review grid of employees' time. You can **ONLY** approve time that has been submitted. Look to see if an employee has **Hours to Approve** (which is the first column of the list).
 6. Check the box next to the employees' names that you want to approve and click **Approve** at the bottom of the screen. **DO NOT APPROVE TIME ENTRY IN YOUR WORKDAY INBOX!**
- **Unsubmitted Hours/Hours Not Entered** – If an employee has all zeros (0) and a yellow flag  in the grid they have not entered time for that week. If they have entered time but have not submitted, their entered hours will populate in the column labeled **Unsubmitted Hours** and have a yellow flag  in that box. If this occurs, contact your employee and request they enter/submit their time for that week as soon as possible.
 - **Detailed Time Entry** – To review the details of your employee's time entry (e.g. previously approved time off requests, meal periods, etc.), click on the employee's name and click on **All Entries** to see a detailed view of an employee's submitted time.
 - **Pay Period Start/End Dates & Lockout**
 - Pay Period Start and End Dates are labeled in your weekly calendar view.
 - Pay Period Lockout – occurs 3-6 calendar days after the end of a pay period. Time can be corrected, entered, submitted, and approved until 11:59pm on the day of pay period lockout. If you must approve time after this date, contact payroll directly to approve your employees' time. (x7902)
 - **Positive Time Reporters VS Negative Time Reporters** – It is important to know which of your employees are Positive Time Reporters (report when they are here) and which of your employees are Negative Time Reporters (ONLY report when they are not here).
 - **Positive Time Reporters** – should always have hours to approve each week that equal their **Scheduled Weekly Hours**.
 - **Negative Time Reporters** – will **ONLY** have hours to approve each week IF they have taken time off (e.g. vacation, sick, etc.)

Time Off Requests

- **Time Off Requests** – Should be approved through your Workday Inbox prior to the time being taken, when possible.