## APPROVE HOURLY WORKER TIME
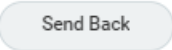
Employee must submit time entry for the week by midnight Friday. Once the employee submits their time, a task will appear in your **Inbox**.

Reviewing a Worker time submission via Inbox

The manager reviews and approves the worker time submission. The manager can either approve or send back the submission to the worker.

1. From the Workday **Home Page**, click **Inbox.**
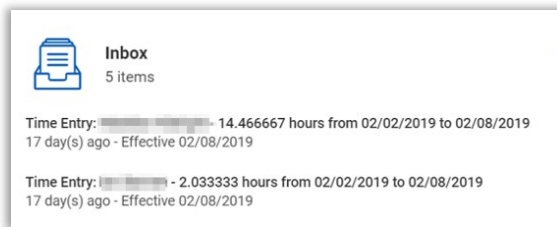
2. Navigate to the worker's time submission.

3. **Review the time entry submission.**

4. Click one of the following:

   a. **Approve**: Approve the time submission and move the **Inbox** item to your **Archive** tab

   b. **Send Back**: Return the time entry submission to the worker for revision. Enter a comment (required) to notify the worker how to correct the entry

    Note: _There is only one time card for each worker in Workday. You, as an approver, will be able to see the total hours worked by the worker for all positions. You will only be tasked to approve the employee for which you are responsible._