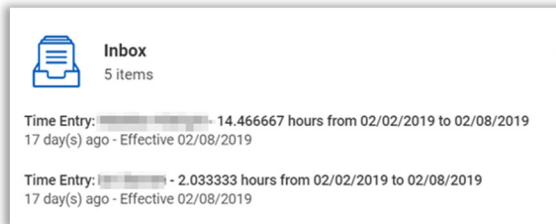


APPROVE STUDENT WORKER TIME

Student workers must submit time entry for the week by midnight Friday. Once the student submits their time, a task will appear in your **Inbox**.

Reviewing a Student Worker time submission via Inbox

The student supervisor reviews and approves the student worker time submission. The supervisor can also make corrections to the information entered including time and position as necessary on the time submission.



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

Regular Hours	Teaching Hours	Overtime Hours	Non-Worked Hours	Total Hours
12	0	0	0	12


Entries to Approve			
Date	Position	Type	Time Block Report
Sun, 8/25	Counter Helper	Student - Hours Worked	
Mon, 8/26	Counter Helper	Student - Hours Worked	
Tue, 8/27	Counter Helper	Student - Hours Worked	

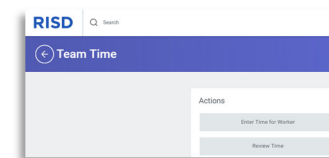
Note: There is only one time card for each worker in Workday. You, as an approver, will be able to see the total hours worked by the student for all positions. You will only be tasked to approve the position for which you are responsible.

Note: Student workers have the access to correct their own time entry. They can correct the time entered, the position and update any unmatched times.

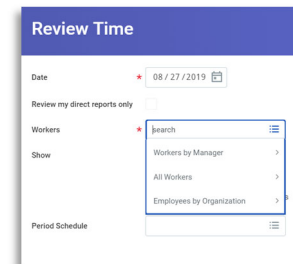
4. Click **Approve**.
5. The Inbox item is moved to your Archive tab.

Review and Approve Multiple Student Workers Time


1. From the Workday Home Page, select **Team Time** 
2. Select Review Time



3. At the Worker field, select **Employee by Organization**



4. Select your name as the organization. A list of your students will appear in a drop down box. Select one or more students.

 **Note:** If you want to select all your students, check off the first student in the list and hold down the Ctrl and Shift keys and scroll to the last student in the drop down box and check the box next to the last student.

5. At **Show** field, select **Workers with Hours to Approve**

Show

☐ All Workers
☒ Workers with Hours to Approve
☐ Workers with Unsubmitted Hours

6. Click **OK**.

- You will see a list of all your student workers that have hours submitted that need to be approved.

7. Select all of the student hours that you want to approve. By selecting the box in the header, you will be selecting all of the students below.

Time Period Summary 1 item

<input type="checkbox"/>	Worker Name	Unsubmitted Hours	Hours to Approve
--------------------------	-------------	-------------------	------------------

8. Click the Approve **Approve** button and click the

Done **Done** button.

Reviewing a Student Worker time submission via View Time Clock History

1. From the Workday **Home** page, click the **Team Time** Worklet



Team Time

2. Click **Time Clock History** from the **View** area.

View

Time Clock History

3. **Worker:** Enter the student worker name.

4. **Date:** will default to current date but it can be changed

5. Click **OK**.

6. Select **View Time Calendar for Worker** button.

Displaying Clock Events from 08/24/2019 to 08/30/2019

Previous Week

Next Week

Add Clock Event

View Time Calendar for Worker

Regular Hours7

Teaching Hours0

Overtime Hours0

Non-Worked Hours0

Total Hours7

Today

<

>

Aug 24 – 30, 2019

View

Week

	Sat 8/24 Hours: 0	Sun 8/25 Hours: 0	Mon 8/26 Hours: 5	Tue 8/27 Hours: 2	Wed 8/28 Hours: 0	Thu 8/29 Hours: 0	Fri 8/30 Hours: 0
				Unmatched Clock 11:57am Needs Attention			
7 AM							
8 AM			Student - Hours W 8:00am - 1:00pm 5 Hours: Counter I Submitted	Student - Hours W 8:00am - 10:00am 2 Hours: Gym Mon (+)			
9 AM							

Enter Time

7. From here, you can review the time, correct time or enter time if the student is not able to correct themselves.
8. If there is an **Unmatched Time**, check if the student entered the correct time already. If so, click on the unmatched time and **Delete Clock Event**. If you need to edit the time on the student behalf, click on the **Unmatched Time** and enter the correct **In** and **Out** time.

Correct Unmatched Event

08/27/2019

Time Type

X Student - Hours Worked

In

11:57 AM

Out

01:00 PM

Out Reason

Out

Hours

1

Position

Gym Monitor (+)

Details

Cost Center

Location

Fund

Grant

Comment

Delete Clock Event

OK

Cancel