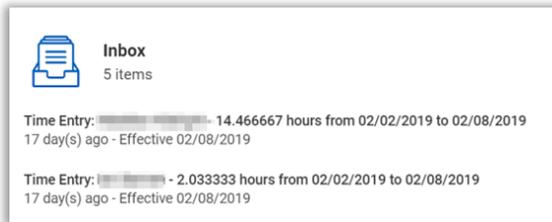## APPROVE HOURLY WORKER TIME

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

### Reviewing an Hourly Worker time submission via Inbox

The supervisor reviews and approves the worker time submission. The supervisor may also make corrections to the information entered or send back the time entry to the employee for correction.



1. From the Workday **Home Page**, click **Inbox.**

2. Navigate to the worker's time submission.

3. **Review the time submission.**





**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 employee for all positions. You will only be tasked to approve the position for which you are responsible.*
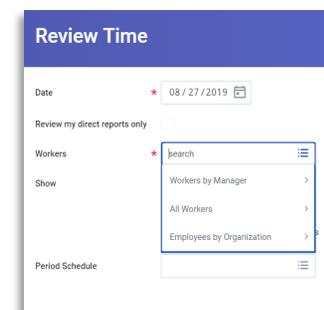
4. Click **Approve**. 

5. Click Send Back or Deny if necessary. 

6. The Inbox item is moved to your Archive tab.

### Review and Approve Multiple Workers Time

1. From the Workday Home Page, click **View All Apps**, and select **Team Time.**

2. Select Review Time
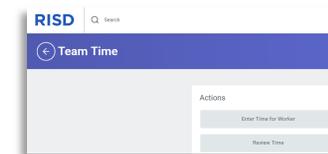


3. At the Worker field, select **Employee by Organization**

4. Select your name as the organization. A list of your employees will appear in a dropdown box. Select one or more employees.

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

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

| Show | |
|---|---|
| | ◯ All Workers |
| | ◉ Workers with Hours to Approve |
| | ◯ Workers with Unsubmitted Hours |
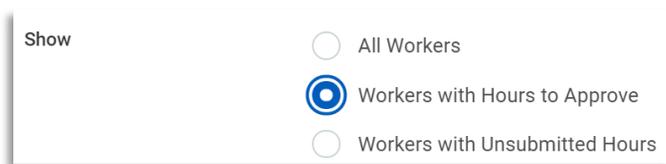
6. Click **OK**.

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

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

Time Period Summary  1 item

| | Worker Name | Unsubmitted Hours | Hours to Approve |
|---|---|---|---|
| ☐ | | | |

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

Done **Done** button.

*Tips:*

If you want to see all of your employee's hours submitted and unsubmitted, select the All Workers radio button of the Review Time parameters.

| Show | * ◉ All Workers |
|---|---|
| | ◯ Workers with Hours to Approve |
| | ◯ Workers with Unsubmitted Hours |
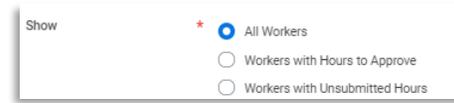
The Review Time will list all your workers and tab for each sort criteria.

You can select each tab to see only the employees that meet that criteria.

> **Search Criteria**

NOTE: You can't approve unsubmitted hours.

| 1 | 1 | -- | -- |
|---|---|---|---|
| All Workers | Workers with Time Ready for Approval | Workers with No Time Entered | Workers with Unsubmitted Time |

Tabs:

- All workers
- Workers with Time Ready to Approve
- Workers with No Time Entered
- Workers with Unsubmitted Time

**Note:** *If you have employees with unsubmitted time, they must submit the time in order for you to approve it. You should notify those employees that they have not submitted their time for approval. Employees with unsubmitted time may not be paid until the following payroll should their time not be approved by the payroll deadline.*