HOW DO I … Approve Time Entry by Team?	ABOUT THIS TASK: Use when you have large volumes of time entry to approve.
AUDIENCE: Managers and Timekeepers who approve Hourly Timesheets.	DETAILED JOB AID: https://blogs.ubc.ca/ubcworkdayjobaids/archives/7175

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

Note: Managers and Timekeepers access workers time entry using different steps.

INITIAL STEPS
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MANAGERS
1. On Workday's home page, under Applications, *click* **Team Time.**

2. On the **My Team** page, under **Actions**, *click* **Review Time** – go to **Step 3.**

NOTE: *Hourly and Salaried workers in your Sup Org must be viewed separately.*

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TIMEKEEPERS

1. On Workday's home page, in the Search bar, *type* **Review Time.**
2. *Select* **Review Time** report – go to **Step 3.**

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3. *Select* **Workers with Hours to Approve.**
4. *Select* the **Date.**
5. *Check/uncheck* **Review my direct Reports only**
6. *Select* **Show Workers with Hours to Approve**

7. *Click* ☰ to *select* **Period Schedule.**

8. *Click* **OK**. All the employees who submitted time entry to you displays.

9. *Click* the **top checkbox** to approve all the submitted hours.

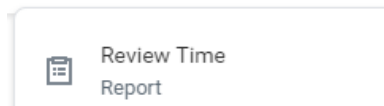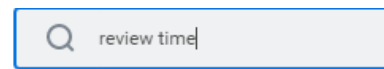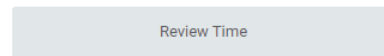**TIP:** To approve individually, *click* the individual **checkboxes**.

10. *Click* **Approve**, the hours you selected are approved.

TIP: To view more details (hours by day), click the employee's name.