

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

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.

TIMEKEEPERS

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

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.*

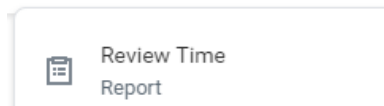
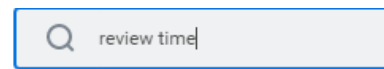
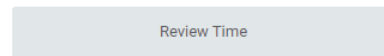
10. *Click Approve,* the hours you selected are approved.

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



Team Time

Actions



e * 2020-10-29

Review my direct reports only

Workers (empty)

Workers * All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Period Schedule



Worker Name	Position	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown		
					Overtime	Regular	Hourly Premium
<input checked="" type="checkbox"/>	Student Worker - Arena	0	0	0	0	0	0
<input checked="" type="checkbox"/>	WST Project Worker	0	3	0	0	3	0
<input checked="" type="checkbox"/>	Student Worker - Arena (+)	0	0	0	0	0	0

