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.


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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.