**How Do I ... Approve Time Entry for an Individual?**

**About This Task:** Describes how to approve an individual’s time entry.

**Audience:** Managers and timekeepers who approve hourly timesheets for Staff and Students.

**Detailed Job Aid:** [https://blogs.ubc.ca/ubcworkdayjobaids/archives/7175](https://blogs.ubc.ca/ubcworkdayjobaids/archives/7175)

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

1. On Workday’s home page, **click Go to Inbox.**

2. Under **Actions**, **click the time entry** submitted by the employee.

3. **Review the time entry.**

4. **Click Approve.**

**Tip:** You have the option to Approve, Send Back, and Deny the request. For more information on approval options, refer to HR116-02 Tasks: Approval.