

## REVIEW AND APPROVE TIME

1. Click on the Team Time icon on your Workday home page.
2. Click on Review Time.
3. In the resulting pop-up box, update any of the prompts and/or click OK to accept the defaults.
4. On the results page, if necessary, navigate to the correct pay period using the Previous Period or Next Period buttons at the top of the page.
5. By default, you will see all of the workers in your sup org, but above the grid you will see counts of Workers with Submitted Time, Workers with No Time Entered, and Workers with Unsubmitted Time. You can click on the blue numbers to display the list of workers in that category.
6. For workers with submitted time, you can check the boxes by the names of the workers and click on Approve to approve the time for payment. **NOTE: Hours can be entered and saved, and then submitted later. You cannot approve unsubmitted time. Keep in mind that currently, Payroll uses Mass Approve for saved but unsubmitted hours, so whatever is saved by the worker will be approved and paid automatically. You should review these hours to ensure they are correct, and be sure your workers are saving and then submitting their hours regularly.**
7. To see the details behind the total hours entered, click on the name of the worker. From the resulting page, you can Approve, Enter Time for Worker, or Send Back to the worker (with comments) for corrections. From this screen, you can also see hours entered under other positions. If the number of hours is over 15 in the academic year or over 40 in the summer, please contact Jody Leary for guidance.
8. To return to the main Review Time page, click the back arrow in the blue header.

