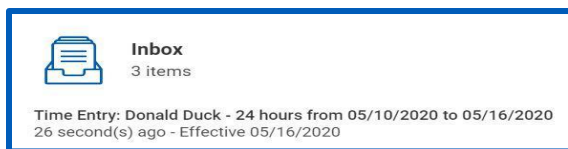


REVIEWING AND APPROVING YOUR TEAM'S TIME

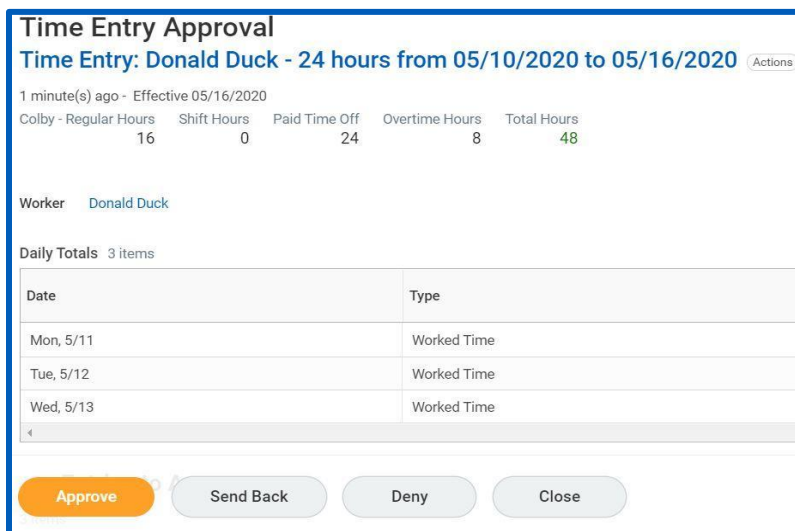
Workday provides Managers with several tools to help manage their workers. Time Tracking has a few options for Managers to Review and Approve Time for their workers. Workday also allows Managers to Review and Approve time for Workers that do not directly report to them, in the event of an absence. The following steps show how to approve a worker's submitted time from a manager's Inbox as part of a business process. However, managers can also approve time from other areas of Workday, such as within the Review Time report.

FROM YOUR INBOX:

1. Access and review the submitted time entries.



2. Click **Approve**, **Send Back**, **Deny**, or **Close**. If you deny or send back the request, you will need to enter a reason.

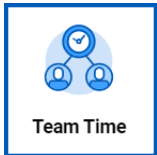


3. After approving, you can select the **Process** tab under **Details and Process** to verify the submitted information is correct.

REVIEW AND APPROVE TIME FOR MULTIPLE WORKERS:

From your **Application** section within the home page:

1. Click on the **Team Time** application or search for the **Review Time** report.



2. Use the filter options to narrow the results of employees.

Review Time

Date * 08/17/2022

Review my direct reports only

Workers *

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

3. Select the corresponding checkbox for each worker you wish to approve time for.

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 4 items

	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown				Total
					Regular Hours	Shift Hours	Paid Time Off	Overtime	
<input type="checkbox"/>	Donald Duck	0	0	0	0	0	24	0	24
<input type="checkbox"/>	Jimmy Cricket	0	0	0	0	0	0	0	0
<input type="checkbox"/>	Snow White (On Leave)	0	0	0	0	0	0	0	0
<input type="checkbox"/>	Tinker Bell	0	0	0	0	0	0	0	0

4. Click **Approve**.
5. Review the approved time by clicking the **Time Approved** arrow.
6. Click **Done**.