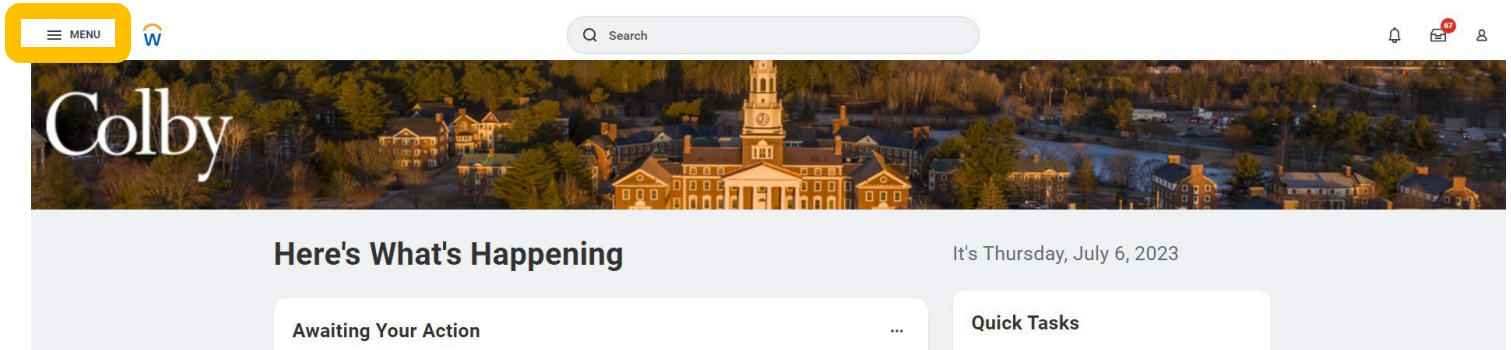


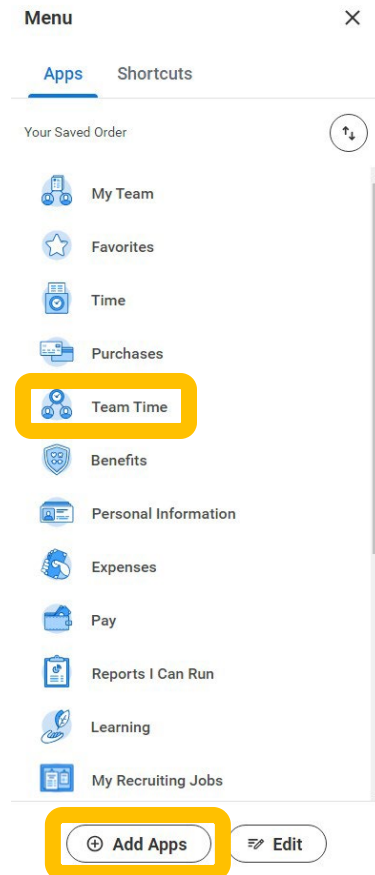
### HOW TO REVIEW EMPLOYEE'S TIME IN THE TEAM TIME APP

Follow these steps to review your employee's and/or student's time in Workday.

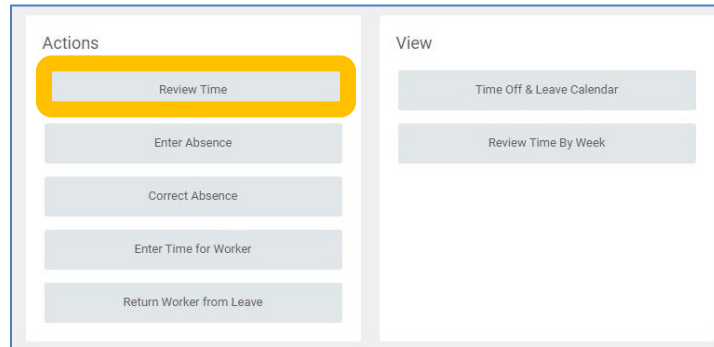
1. Login to Workday and select the **Menu** in the upper left-hand corner.



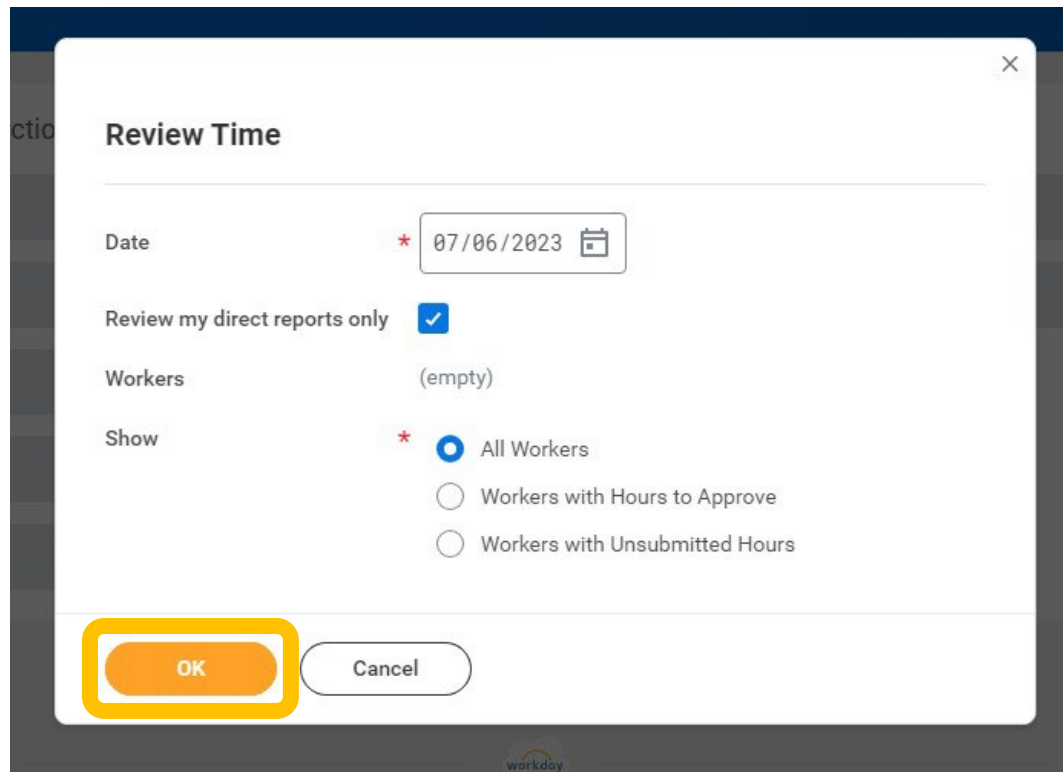
2. In the **Menu**, select the **Team Time** app. (Note: If you don't have that as an option, click Add Apps, type team time to find it in the list and add it to your menu).



3. Choose the **Review Time** action.



4. Select the date and any other options you need, then click **OK**.



- Here you can see all your student's and/or employee's hours for the selected week. You can change the week by selecting **Previous Period** or **Next Period**.

**Review Time** 010  
191
🔍 🗨

Jul 2 - 8, 2023

Previous Period
Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

**2**

All Workers

—

Workers with Submitted Time

**1**

Workers with No Time Entered

**1**

Workers with Unsubmitted Time

Time Period Summary 2 items | 1 selected 🔍 🗨 📄

	Worker Name	Totals			Breakdown				
		Unsubmitted Time	Submitted Time	Approved Time	Regular Hours	Shift Hours	Paid Time Off	Overtime	Total
<input type="checkbox"/>	Worker 1	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	Worker 2	13	0	0	13	0	0	0	13

Approve

- 6. If you have hours that have been submitted by your employee that need to be approved, select the box next to the worker Name and then click **Approve**. (Note: you can't approve unsubmitted hours).

**Review Time** 9/8 10/7

Jul 2 - 8, 2023

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

2 All Workers | 0 Workers with Submitted Time | 1 Workers with No Time Entered | 1 Workers with Unsubmitted Time

Time Period Summary 2 items | 1 selected

Worker Name	Totals			Breakdown				Total
	Unsubmitted Time	Submitted Time	Approved Time	Regular Hours	Shift Hours	Paid Time Off	Overtime	
Worker 1	0	0	0	0	0	0	0	0
Worker 2	13	0	0	13	0	0	0	13

