


Keep in Mind:

- There are several ways to review your employees' reported time. You can approve the time through your **Inbox** or by going to the **Review Time** report.
- For Approving Time: **Option 1** is from your **Inbox**, **Option 2** is from the **Time and Absence** application.

OPTION 1 – APPROVE TIME FROM YOUR INBOX

Each time your employee submits a time entry, you will receive an **Inbox Notification**.

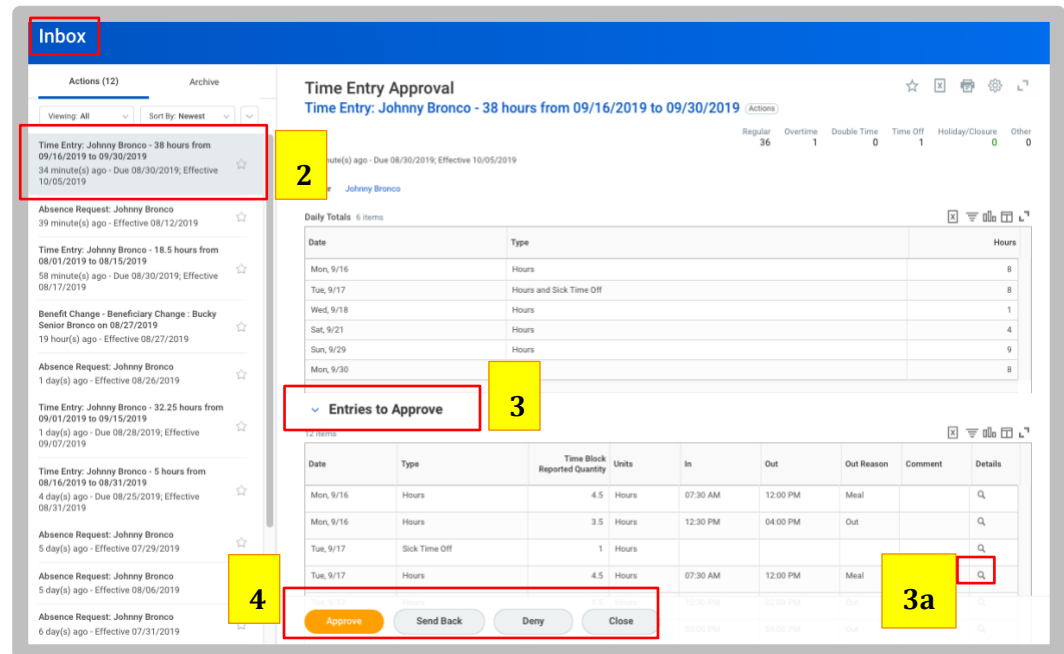
1. Select the **Inbox** icon 
2. Access and review the submitted time entry reports by selecting the message that pertains to the employee who needs hours approved.
3. Under **Entries to Approve**, a summary of the workers' hours will show

3a: Click the **Related Actions** icon  next to the magnifying glass under **Details** to view more information

4. Click **Approve**, **Send Back**, **Deny**, or **Close**.

If you deny or send back the request, you will need to enter a reason in the comments box.

5. After approving, drop down **Details and Process** to verify the submitted information is correct
(Note: The Inbox Notification will be removed once time has been approved)



OPTION 2: APPROVE TIME FROM REVIEW TIME REPORT

1. Go to **Time and Absence** application



Time and Absence

Select **Review Time** under **Tasks**

Tasks

Review Time

2. Use the **filters** to narrow the selection of workers' you can view.
 - 2a: To view your direct reports only, check the "Review my direct reports only" box.
3. Click **OK**
4. On the Summary Page, select the corresponding checkbox for each worker you wish to approve time for. (**Note: You can use the select all checkbox or checkbox for to approve multiple workers' times**)
5. Click **Approve**.
6. Review the approved time by clicking the **Time Approved** drop down.
7. Click **Done**.

Review Time

Date * 08 / 30 / 2019

Review my direct reports only **2a**

Workers (empty)

Worker Type

Employee Type

Show

Period Schedule

2

Review Time

With Hours to Approve: 2 With Unsubmitted Hours: 0

Feb 11 - 24, 2019

Previous Period Next Period

Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary: 14 items

Worker	Position	Hours to Approve	Unsubmitted Hours	Approved Hours	Regular	Overtime	Double Time	Compenary/Plan Time	Worked Holiday	Paid Time Off	Total Hours	Scheduled Weekly Hours
<input type="checkbox"/>	Amanda Baker	40	0	40	72	0	0	0	0	0	80	40
<input type="checkbox"/>	Audrey Nease	40	7	39	0	0	0	0	0	0	47	39
<input type="checkbox"/>	Audrey Nease	0	0	0	0	0	0	0	0	0	0	10
<input type="checkbox"/>	Audrey Nease	0	0	0	0	0	0	0	0	0	0	30
<input type="checkbox"/>	Amelia	0	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	Olivia Wilson	0	0	0	0	0	0	0	0	0	0	40

Approve

Select All


4

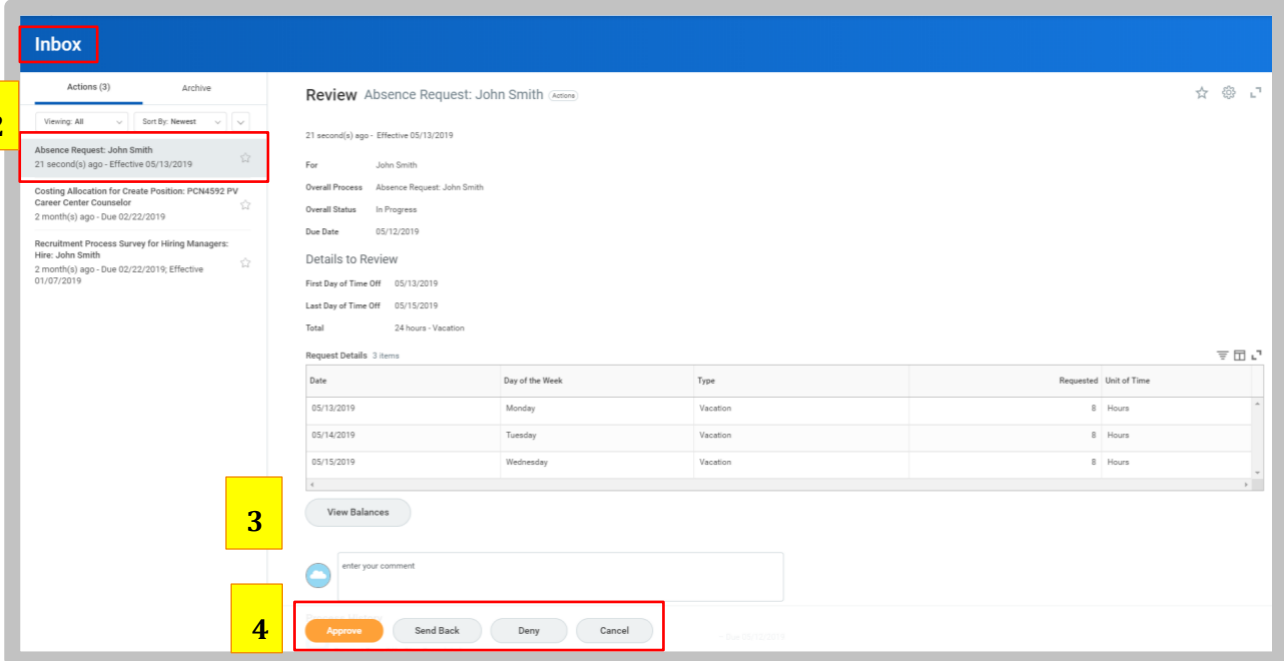
Select Individual Employees

APPROVE, DENY, AND SEND BACK ABSENCE REQUESTS

As a manager, you have the option to approve or deny **absence requests** or send them back for revision.

FROM YOUR INBOX

1. Navigate to your **Inbox**. 
2. Click the **Absence Request** Inbox item.
3. (Optional) Click the **View Balances** button to view an employee's time off balances.
4. Click **Approve**, **Send Back**, **Deny** or **Cancel**.
5. If approved, click the **Detail and Process** arrow to view the employee's time off summary.
6. Click **Done**.



The screenshot displays the Workday Manager interface. On the left, the 'Inbox' section shows a list of items, with 'Absence Request: John Smith' highlighted. A red box highlights this item, and a yellow box with the number '2' is next to it. Below the list, a 'View Balances' button is visible, with a yellow box and the number '3' next to it. The main area shows the details of the 'Absence Request: John Smith' for the employee John Smith. The request is for 24 hours of vacation from 05/13/2019 to 05/15/2019. A table shows the requested time off for each day: 8 hours on Monday (05/13/2019), 8 hours on Tuesday (05/14/2019), and 8 hours on Wednesday (05/15/2019). At the bottom, there is a 'View Balances' button, a comment field, and a row of action buttons: 'Approve', 'Send Back', 'Deny', and 'Cancel'. A red box highlights these buttons, and a yellow box with the number '4' is next to it.

Date	Day of the Week	Type	Requested	Unit of Time
05/13/2019	Monday	Vacation	8	Hours
05/14/2019	Tuesday	Vacation	8	Hours
05/15/2019	Wednesday	Vacation	8	Hours