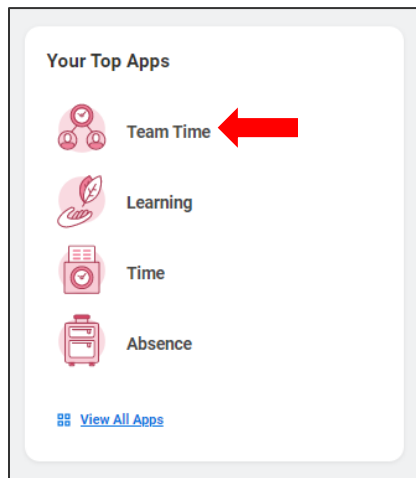


WORKDAY TIME REVIEW & APPROVAL

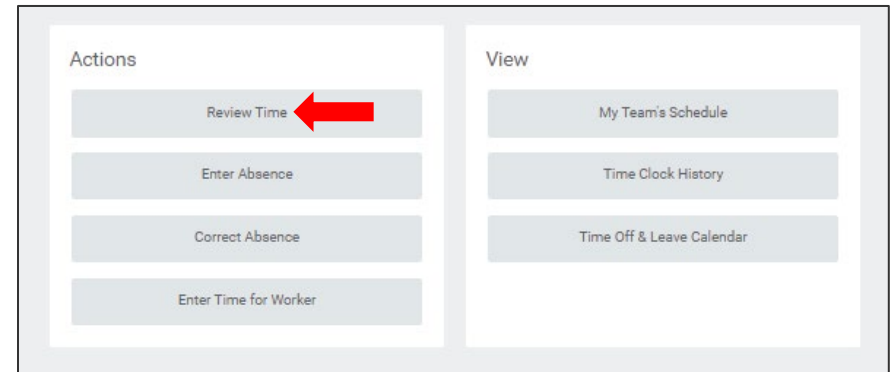
THE REVIEW TIME FUNCTION CAN BE ACCESSED BY EITHER THE TIME 7 ABSENCE SHORTCUT OR BY ENTERING THE COMMANGE IN THE SEARCH BAR.

From the Workday Application:

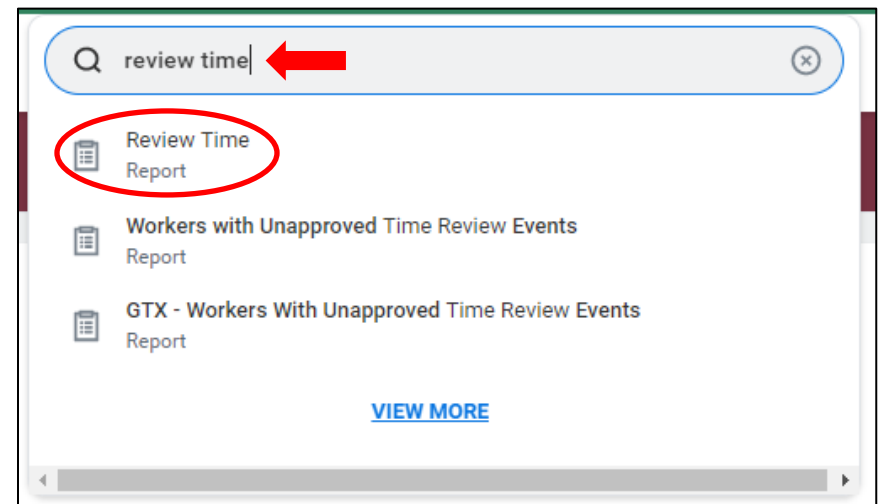
1. Once logged into your Workday Dashboard locate the Your Top Apps, click on the **TEAM TIME** shortcut.




2. A new page will open for Team Time, under **Actions**, select **Review Time**.

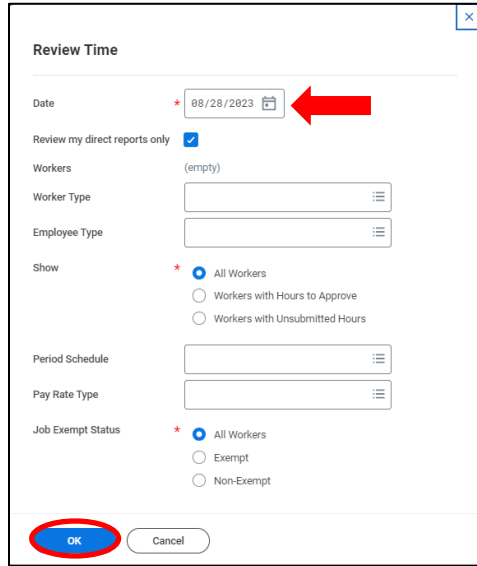


3. If the **Team Time** shortcut is not on the dashboard, enter **Review Time** in the search bar, then select **Review Time Report**.



Note: If you do not see the shortcut, you can add it by selecting **Menu** in the top left corner and clicking on **BLUE +ADD APPS** button. Use the search bar to type in **Benefits & Pay**, to add the app click on the plus sign (+) on the right. Next click on the **Back to Menu** link and close the box. Once back on the dashboard click on the **Refresh** button  or **F5** to see the updated change.

- The screen appears defaulted to today's date, your direct reports only, and showing all workers for all job statuses (exempt, non-exempt, etc.) Next click **OK**.



Review Time

Date * 08/28/2023

Review my direct reports only

Workers (empty)

Worker Type

Employee Type

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

Period Schedule

Pay Rate Type

Job Exempt Status * All Workers
 Exempt
 Non-Exempt

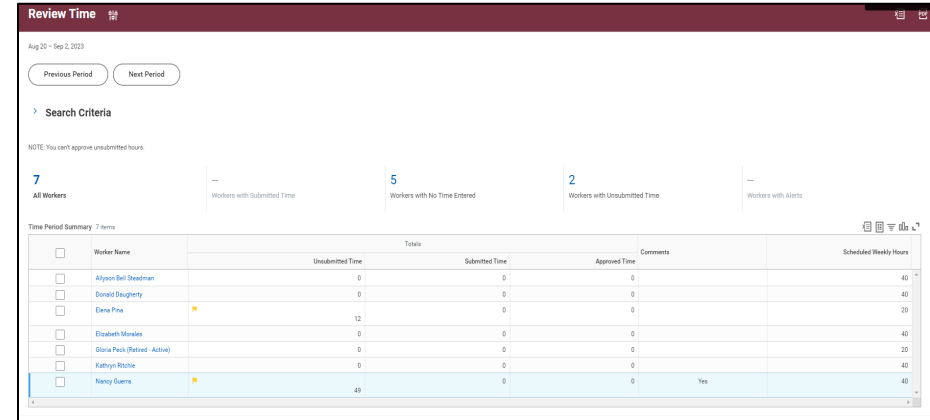
OK Cancel

- The next screen will show the time entry statuses and the # of employees in each status:

- All Workers
- Workers with Submitted Time
- Workers With No Time Entered
- Workers with Unsubmitted Time
- Workers with Alerts

7 All Workers	-- Workers with Submitted Time	5 Workers with No Time Entered	2 Workers with Unsubmitted Time	-- Workers with Alerts
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- In **TIME PERIOD SUMMARY**, direct reports are listed with the # of hours Unsubmitted, Submitted and Approved, as well as the Scheduled Weekly Hours.



Review Time

Aug 20 - Sep 2, 2023

Previous Period Next Period

Search Criteria

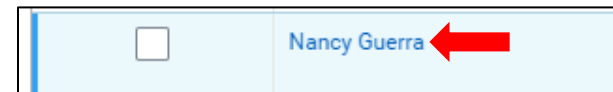
NOTE: You can't approve unsubmitted hours.

7 All Workers Workers with Submitted Time 5 Workers with No Time Entered 2 Workers with Unsubmitted Time Workers with Alerts

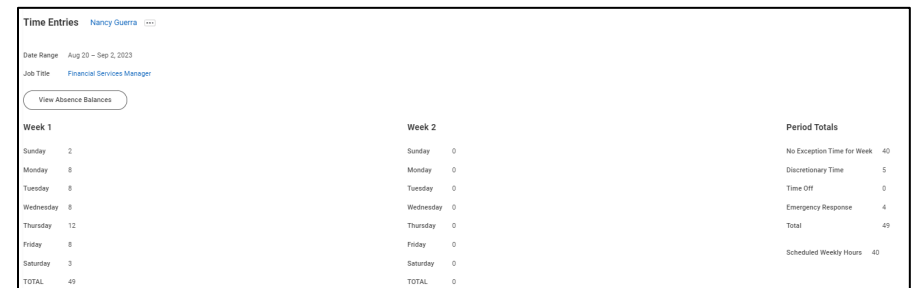
Time Period Summary 7 items

Worker Name	Unsubmitted Time	Submitted Time	Approved Time	Comments	Scheduled Weekly Hours
<input type="checkbox"/> Alyson Bell Sheedman	0	0	0		40
<input type="checkbox"/> Donald Daugherty	0	0	0		40
<input type="checkbox"/> Elena Pina	12	0	0		20
<input type="checkbox"/> Elizabeth Morales	0	0	0		40
<input type="checkbox"/> Gloria Paez (Retired - Active)	0	0	0		20
<input type="checkbox"/> Kathryn Ritchie	0	0	0		40
<input type="checkbox"/> Nancy Guerra	49	0	0	Yes	40

- The **WORKER NAME** will appear in **blue**. Any item appearing in **blue** can be expanded by clicking on it.



- When the worker's name in **blue** is clicked on, the next screen, **TIME ENTRIES**, lists out the detail for the # of hours showing for each day, for both weeks of the pay period.



Time Entries Nancy Guerra

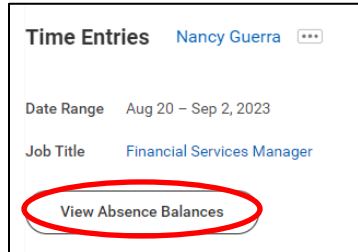
Date Range Aug 20 - Sep 2, 2023

Job Title Financial Services Manager

View Absence Balances

Week 1	Week 2	Period Totals
Sunday 2	Sunday 0	No Exception Time for Week 40
Monday 8	Monday 0	Discretionary Time 5
Tuesday 8	Tuesday 0	Time Off 0
Wednesday 8	Wednesday 0	Emergency Response 4
Thursday 12	Thursday 0	Total 49
Friday 8	Friday 0	Scheduled Weekly Hours 40
Saturday 3	Saturday 0	
TOTAL 49	TOTAL 0	

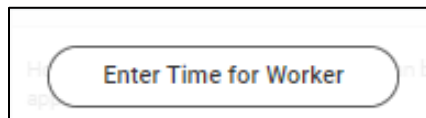
- The employee's Time Off balances can also be seen by clicking on the **VIEW ABSENCE BALANCES** button, for your reference, as time entered, missing, etc. is reviewed.



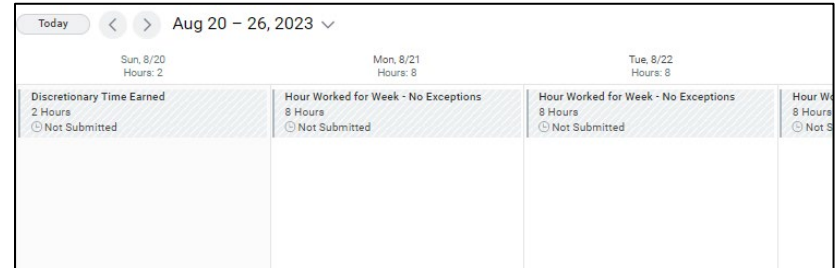
- By scrolling down further, if time has been entered but not submitted, further detail appears under **ENTRIES UNABLE TO BE APPROVED**, such as reason for not being able to be approved, date entered, time type, quantity of hours, status, and any worktags entered (Purposes, Comments, Reasons, etc.)

Reason	Date	Time Type	Time Calculation Tags	Quantity	Unit	Status	Worktags	Time Block Comment	View Details
Hours must be submitted before they can be approved.	Sun, 8/20	Discretionary Time Earned	Discretionary Time	2	Hours	Not Submitted	Purpose: *Special Assignment		Q
Hours must be submitted before they can be approved.	Mon, 8/21	Hour Worked for Week - No Exceptions	No Exception Time for Week	8	Hours	Not Submitted			Q
Hours must be submitted before they can be approved.	Tue, 8/22	Hour Worked for Week - No Exceptions	No Exception Time for Week	8	Hours	Not Submitted			Q
Hours must be submitted before they can be approved.	Wed, 8/23	Hour Worked for Week - No Exceptions	No Exception Time for Week	8	Hours	Not Submitted			Q

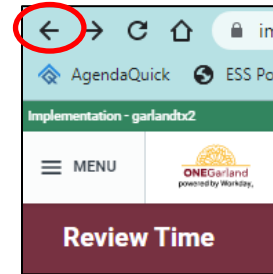
- If time is missing or needs to be corrected, it can be corrected by the approver, or be sent back to the employee for correction. If the approver wants to revise time on the employee's behalf, click on the **ENTER TIME FOR WORKER** button in the bottom left corner of the screen.



- This will return to the **ENTER TIME** screen for the employee's Time Blocks. In the appropriate time block for the day being adjusted/corrected, time can be entered/corrected here.



- Once corrections are completed, hit the browser back arrow to return to the **TIME PERIOD SUMMARY** screen to select the next employee for review.



- Once all employee time has been reviewed and is ready to be approved, return to the **Review Time** screen by clicking on the **← 1 of #** in the Burgundy heading at the top of the page, above Time Entries.



15. Individual employee time can be approved by selecting the box next to each employee's name, then click on the blue **APPROVE** button at the bottom of the page.

<input type="checkbox"/>	Worker Name
<input checked="" type="checkbox"/>	Allyson Bell Steadman

16. To approve the entire team's time at once, select the box next to **WORKER NAME**, and all workers will then be selected. Click on the blue **APPROVE** button at the bottom of the page and the entire team's time will be approved.

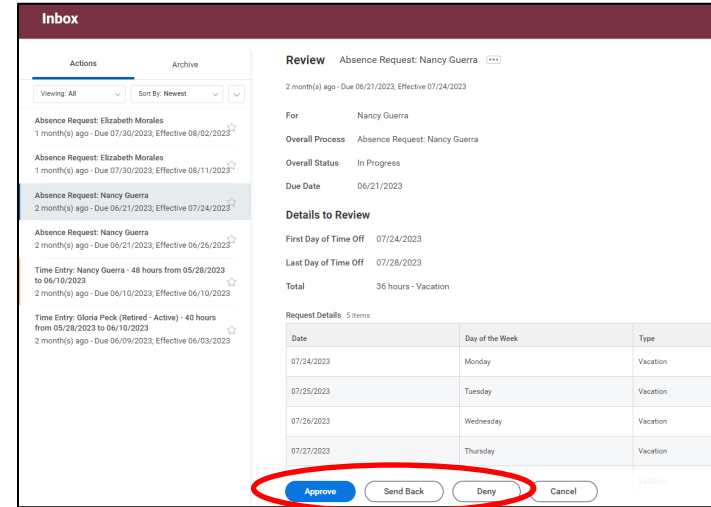
Time Period Summary 7 items All 7 selected	
<input checked="" type="checkbox"/>	Worker Name
<input checked="" type="checkbox"/>	Allyson Bell Steadman
<input checked="" type="checkbox"/>	Donald Daugherty
<input checked="" type="checkbox"/>	Elena Pina
<input checked="" type="checkbox"/>	Elizabeth Morales
<input checked="" type="checkbox"/>	Gloria Peck (Retired - Active)
<input checked="" type="checkbox"/>	Kathryn Ritchie
<input checked="" type="checkbox"/>	Nancy Guerra

Approve

17. Time can be approved from the **Review Time** screen, or as individual tasks that appear in the **Tasks** box on the dashboard, found to the left of the employee profile picture.



18. When you click on the **Tasks** box it will open your inbox. From that screen you will find buttons at the bottom for: **Approve**, **Deny** and **Send Back** for any time submissions in review.




Tip: In the top right corner you can find icons that let you save items in your inbox as **Favorites**, **View related information**, **Task Actions**- Delegate Task, Reassign or View Details and expand to full screen.

