

Approve Employee Timesheets

Use this procedure to approve employee timesheets. Work hours (including time for special payments such as Bilingual Pay) and leave will be entered on the timesheet. Submitted timesheets are routed to you for approval through your Workday Inbox.

Monitoring Your Inbox

Please monitor your inbox. A new action is routed to you for approval every time a timesheet is submitted. The recommended timesheet submission schedule is biweekly (at the end of the pay period); however, corrections or requests for leave in the future may be submitted outside of this schedule.

Approving Corrections

When a previously submitted and approved timesheet is corrected, only the corrected portion is sent for approval. For example, reported time for a previous pay period could be corrected and sent to you for approval. You will not have to review the entire timesheet again, but will only approve the corrected time.

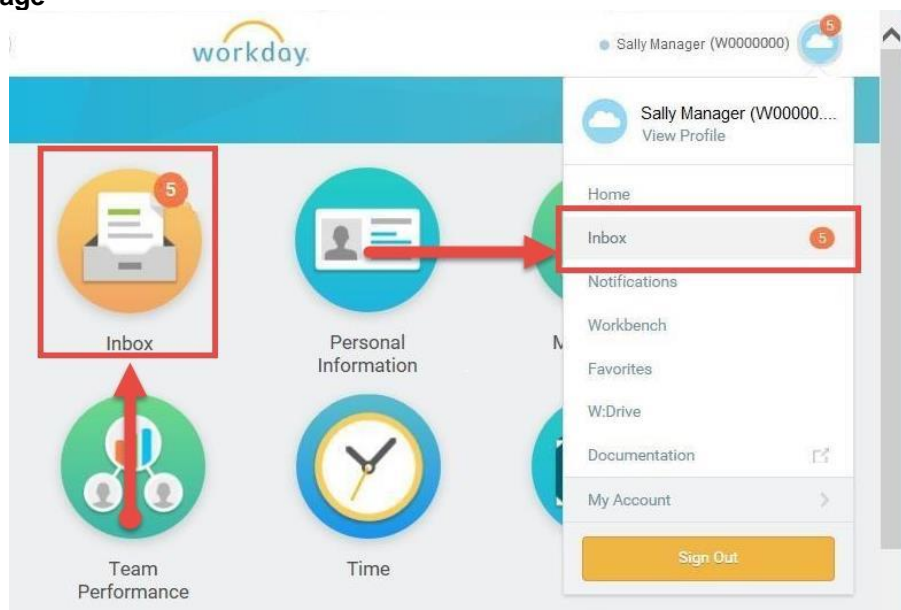
For Contractual Workers.... If a contractual worker makes changes to an approved timesheet, the timesheet status will be **unsubmitted** and **unapproved**. **This means the contractual will not be paid for any hours until the changes have been approved by the manager.** Contractual employees should make every effort to notify their manager when they have made a change or correction to an approved timesheet. Additionally, contractual employees should make sure their timesheets are approved at the end of the pay period so that there are no delays in pay.

Approving Leave in the Future

Leave can be entered and approved on a timesheet for future pay periods. Please note that leave entered on a future timesheet can be approved but will not include the employee's work hours for that pay period. When it is time to submit timesheets in that pay period, a new timesheet is routed to you for approval.

Procedure:

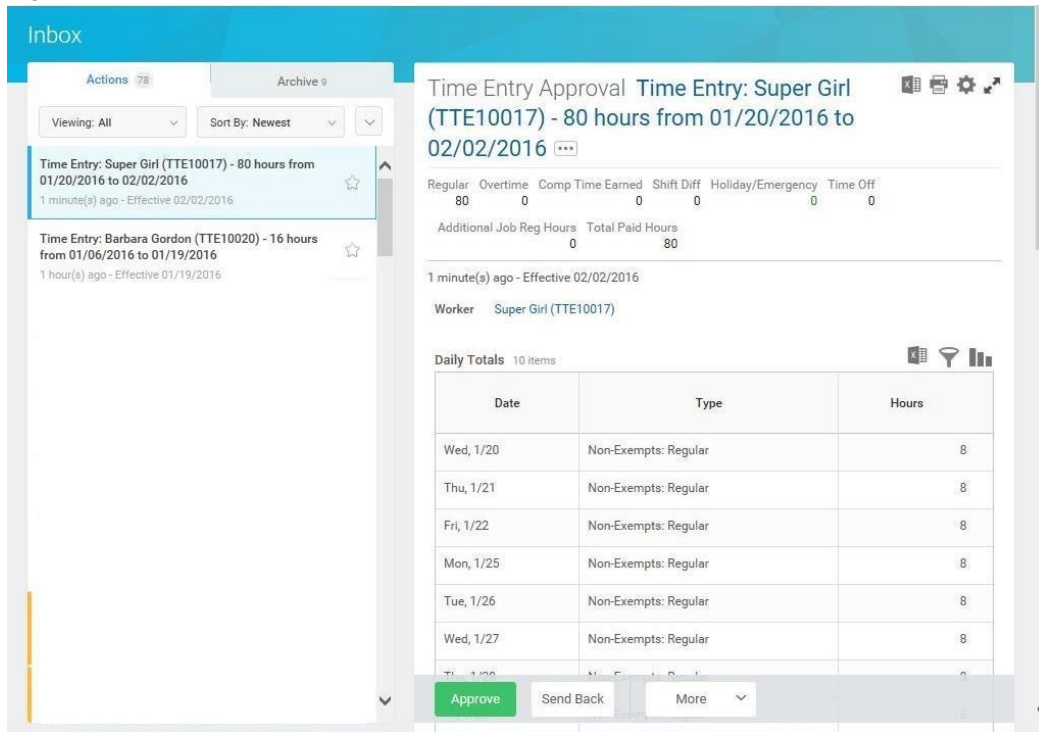
Home Page



1. Navigate to your Inbox.

Tip: Access your inbox by clicking the **Inbox** worklet on your **Home** page or click your name in the top right corner of the page and then select "Inbox".

Home



2. On the Actions tab, click the "Time Entry" task that needs to be approved in your Inbox.

HINT: Managers can use the “Manager Filter Timesheet and Time Off Requests” filter to review timesheets for their direct reports.



Tip: The following is an example of a Time Entry action: “Time Entry: Super Girl (TTE10018) – 80 hours from 1/20/16 to 2/2/16.”

3. Click the Toggle Full Screen  button to view the page in expanded view.



Time Entry Approval - Entries to Approve

Fri, 1/29	Non-Exempts: Regular	8
Mon, 2/1	Non-Exempts: Regular	8
Tue, 2/2	Non-Exempts: Regular	8

Entries to Approve

20 Items

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Comment	Details
Wed, 1/20	Non-Exempts: Regular	4	Hours	08:00 AM	12:00 PM	Meal		Q
Wed, 1/20	Non-Exempts: Regular	4	Hours	01:00 PM	05:00 PM	Out		Q
Thu, 1/21	Non-Exempts: Regular	4	Hours	08:00 AM	12:00 PM	Meal		Q
Thu, 1/21	Non-Exempts: Regular	4	Hours	01:00 PM	05:00 PM	Out		Q
Fri, 1/22	Non-Exempts: Regular	4	Hours	08:00 AM	12:00 PM	Meal		Q
Fri, 1/22	Non-Exempts: Regular	4	Hours	01:00 PM	05:00 PM	Out		Q
Mon, 1/25	Non-Exempts: Regular	4	Hours	08:00 AM	12:00 PM	Meal		Q
Mon, 1/25	Non-Exempts: Regular	4	Hours	01:00 PM	05:00 PM	Out		Q
Tue, 1/26	Non-Exempts: Regular	4	Hours	08:00 AM	12:00 PM	Meal		Q
Tue, 1/26	Non-Exempts: Regular	4	Hours	01:00 PM	05:00 PM	Out		Q

Approve Send Back Deny Close

- On the Time Entry Approval page, review the Entries to Approve section. All sections on this page are listed in the table below.

Elements of Time Entry Approval Page

#	Field/ Information	Description
1	Timesheet Details	This section of the page displays the employee name and Employee ID, the date range of the timesheet, and number of hours submitted for approval.
2	Timesheet Week Totals	This section displays the applicable bi-weekly pay period balances submitted for approvals (in hours) by category. For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.
3	Daily Totals	This table displays details of the time entered for the week including: <ul style="list-style-type: none"> • Date: The date on the timesheet. • Type: The time code that was entered. • Hours: The number of hours calculated for a day.
4	Entries to Approve	Entries that need to be approved. Note: In a timesheet that has been corrected and re-submitted, only the corrected entries will be in the Entries to Approve section.
5	All Current Time	Use this section to review all time and leave entered for the current pay period with details.
6	Process History	Includes history of the timesheet submittal such as when it was submitted and the status of the approval.



Title: Approve Employee Timesheets
Role: Managers
Functional Area: Time Tracking

5. After reviewing the timesheet, select one of the following actions:

Action	Description
Click the Approve button.....	Click this button to approve the timesheet.
Click the Send Back button....	Click this button to send the timesheet back to the initiator.
Click the Deny button....	Click this button to deny the request.
Click the Cancel button....	Click this button to cancel the task and come back to it later.

Inbox

← 1 of 78

Success! Event approved Time Entry: Super Girl (TTE10017) - 80 hours from 01/20/2016 to 02/02/2016

1 minute(s) ago - Effective 02/02/2016

Process Successfully Completed

Others Awaiting My Action

Time Entry: Barbara Gordon (TTE10020) - 16 hours from 01/06/2016 to 01/19/2016

Details and Process

Done Done

6. Click the **Done** button.

7. The System Task is complete.