



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 My Tasks box.

Monitoring My Tasks

Please monitor your My Tasks box. 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 worker 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

The screenshot shows the Workday Home Page interface. At the top, there is a home icon, a search bar with the text "Q Search", and notification icons for alerts and messages. Below the navigation bar is a decorative banner image of colorful flags. The main content area is titled "Welcome" and includes the date "It's Tuesday, January 9, 2024".

The "Awaiting Your Action" section lists three tasks:

- Costing Allocation for Create Position: KsmartSRA GADAuditor (W2180693) - 466485 GAD Auditor (My Tasks - 4 month(s) ago)
- Costing Allocation for Create Position: KsmartSRA PayrollAdmin (W2180699) - 466484 Payroll Admin (My Tasks - 4 month(s) ago)
- Costing Allocation for Create Position: KsmartSRA CentralClassPartner (W2180690) - 466483 Central Class Partner (My Tasks - 4 month(s) ago)

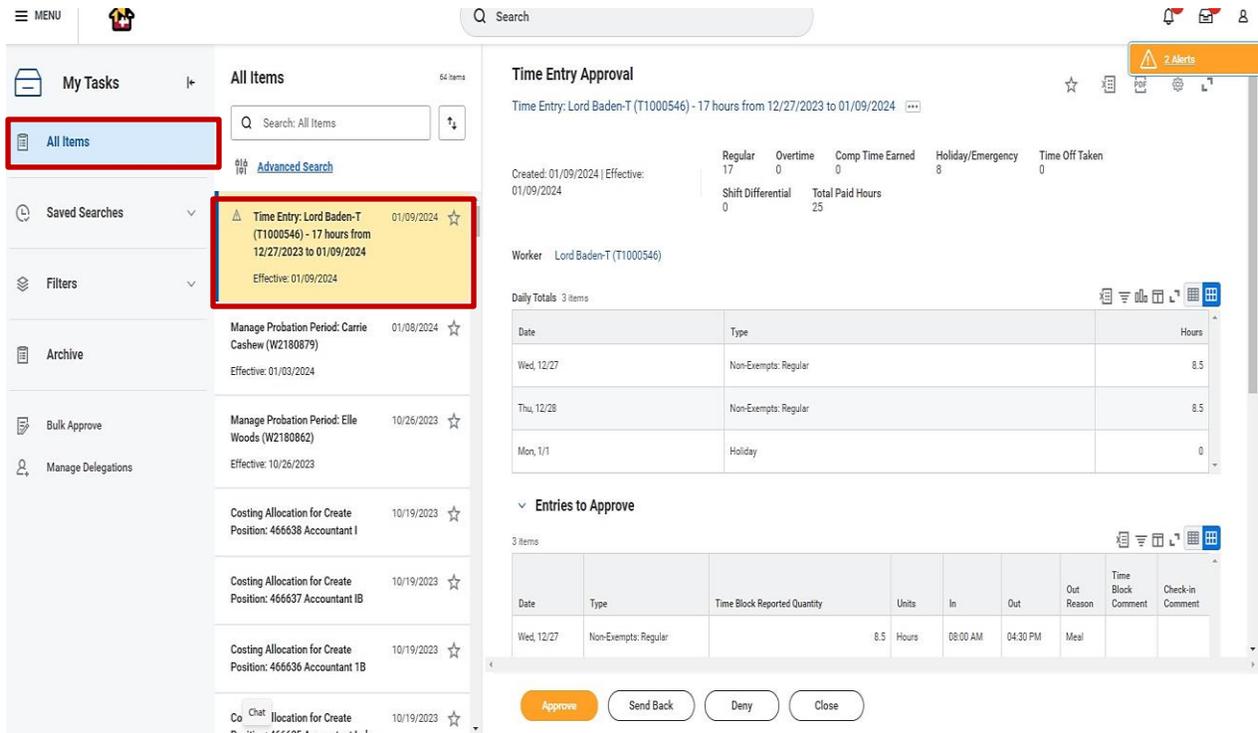
At the bottom of this section is a link: "Go to My Tasks (2432)".

The "Quick Tasks" section contains three buttons: "Submit My Time", "Reassign Tasks", and "View Printable Employee Review".

The "Your Top Apps" section shows a "Time" app icon.

1. Navigate to your My Tasks box.

Tip: Access your My Tasks box by clicking the **My Tasks** worklet on your **Home** page or Click on the **Go to My Tasks** Hyperlink.



The screenshot shows the 'My Tasks' interface. On the left, the 'All Items' tab is selected and highlighted with a red box. Below it, a list of tasks is shown, with one task highlighted in yellow and a red box around it: 'Time Entry: Lord Baden-T (T1000546) - 17 hours from 12/27/2023 to 01/09/2024'. The main area displays the details for this task, including a summary table and a 'Daily Totals' table.

Regular	Overtime	Comp Time Earned	Holiday/Emergency	Time Off Taken
17	0	0	8	0

Shift Differential	Total Paid Hours
0	25

Date	Type	Hours
Wed, 12/27	Non-Exempt: Regular	8.5
Thu, 12/28	Non-Exempt: Regular	8.5
Mon, 1/1	Holiday	0

2. On the All Items tab, click on the "Time Entry" task that needs to be approved.

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 Lord Baden – T (T1000546)– 41 hours from 12/27 2023 – 01/09/2024."



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

Worker Lord Baden-T (T1000546)

Daily Totals 5 items



Date	Type	Hours
Wed, 12/27	Non-Exempts: Regular	8.5
Thu, 12/28	Non-Exempts: Regular	8.5
Fri, 12/29	Non-Exempts: Regular	8
Mon, 1/1	Holiday	0
Tue, 1/2	Non-Exempts: Regular	8

▼ Entries to Approve

5 items



Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Time Block Comment	Check-in Comment	Check-out Comment	Details
Wed, 12/27	Non-Exempts: Regular	8.5	Hours	08:00 AM	04:30 PM	Meal				🔍
Thu, 12/28	Non-Exempts: Regular	8.5	Hours	07:00 AM	03:30 PM	Meal				🔍
Fri, 12/29	Non-Exempts: Regular	8	Hours	07:00 AM	03:00 PM	Meal				🔍
Mon, 1/1	Holiday	8								🔍
Tue, 1/2	Non-Exempts: Regular	8	Hours	07:00 AM	03:00 PM	Meal				🔍

> All Current Time

- Approve
- Send Back
- Deny
- Close



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

4. 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's 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.

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 Close button....	Click this button to close the task and come back to it later.

Success! Event approved Time Entry: Lord Baden-T (T1000546) - 33 hours from 12/27/2023 to 01/09/2024



Process Successfully Completed



Details and Process

For Lord Baden-T (T1000546)

Overall Process Time Entry: Lord Baden-T (T1000546) - 33 hours from 12/27/2023 to 01/09/2024

Overall Status Successfully Completed

6. The System Task is complete.