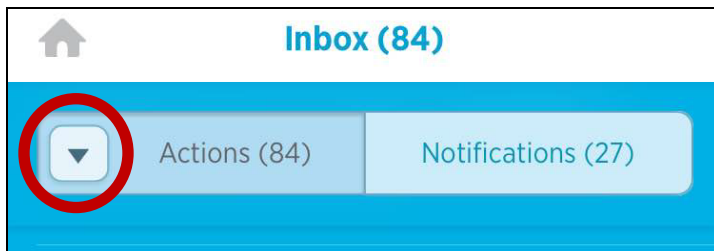


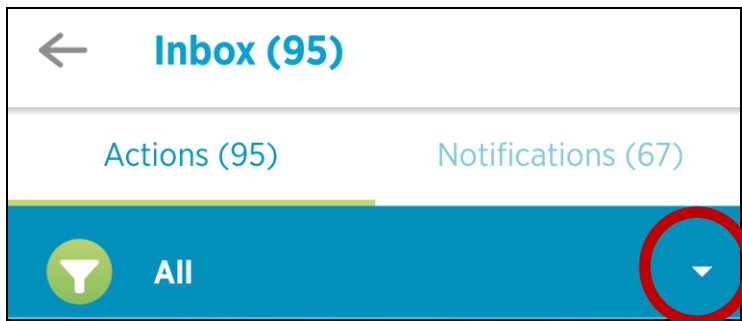
1. Log in to Workday on your mobile device.
2. On the Home page, click the **Inbox**.

Note: You may be routed to the first item in your Inbox. If this happens, swipe the blue line on the left of the screen to the right. This will show you a list of the Inbox items.

3. To access your direct reports' timesheets and leave requests only, use the Manager's Inbox filter.
 - a. **For iPad and iPhone Users...**Click the down arrow on the **Actions** tab at the top of the screen.

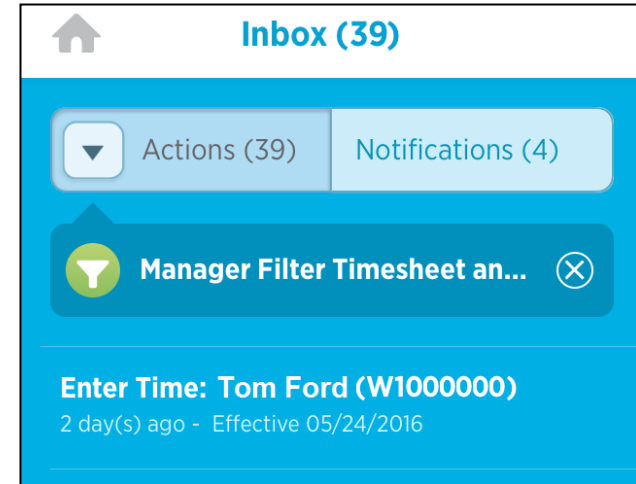


- b. **For Android Users...**On the Actions tab, click the down arrow in the filter section.



4. Then, select **Manager Filter Timesheet and Time Off** from the drop down list.

5. Review and approve employee timesheets or time off requests from the filtered list.



THINGS TO NOTE:

- ❖ Using the Manager inbox filter narrows down your Inbox action items to timesheets and time off requests from **YOUR DIRECT REPORTS ONLY**.
- ❖ Review each item and **APPROVE**, **SEND BACK**, or **DENY** using the buttons at the bottom of the timesheet or time off request.
- ❖ As you take action on an item the next item in your Inbox will automatically display.
- ❖ Choose another filter to view other actions in your Inbox.