PAYROLL

Approve Timesheets for Direct Reports

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Once your direct report(s) submit their timesheets, you'll receive an inbox item prompting you to **Approve**, **Deny**, or **Send Back** the request.

While the inbox is convenient for accessing submitted timesheets, as a manager you may also need to keep track of timesheets that haven't been submitted.

Steps

1) Run the **Review Time** report.

2) Review and adjust the report settings as needed.

- By default, the report is set to show time entries for all direct reports, but you can choose to view workers with hours awaiting approval or those with unsubmitted hours.
- Select any date within the pay period you wish to view (time entries over that entire period will display).

3) Click **OK** to proceed.

4) The **Time Period Summary** table shows workers' unsubmitted (draft), submitted, and approved hours for the selected time period.

- To switch time periods, use the **Previous/Next Period** buttons.
- See the **Bulk Approvals** steps below if you want to submit hours for multiple workers at once.

5) Click the name link in the **Worker Name** column to view a detailed, day-by-day breakdown of their timesheet.

- Toggle between workers by clicking the up/down arrows in the upper right corner.

6) Review time entry details for the selected employee.

- The **Entries to be Approved** tab shows submissions awaiting approval.
- Unsubmitted hours will appear as **Entries Unable to be Approved**.

7) Approve, modify, or send back time entries for this worker.

- Click **Approve** to confirm this worker's submitted hours.
- Click **Enter Time for Worker** if you need to modify time on behalf of an employee. (Follow from **step 2** of **Enter and Submit Your Time** for instructions.)
- Click **Send Back** if you need the worker to correct their entries. If you select this option, provide a brief explanation in the **Comment** field, then click **OK** to proceed.

Bulk Approvals

You can bulk approve submitted hours from the **Review Time** report:

1) First, review the **Time Period Summary** table (particularly the **Hours to Approve** column).

- You will not be able to approve unsubmitted (draft) hours.

2) Check the box(es) in the left-most table column for any employee(s) whose hours you wish to approve.

3) Click the now-activated **Approve** button at the bottom of the screen to approve submitted hours for the selected employees.

Approving From the Inbox

You can also quickly approve submitted timesheets from your Workday inbox:

1) Click the tray icon in the upper right corner to view your inbox.

2) Click the **Time Entry** inbox item that appears in the sidebar (make sure the **Actions** tab is selected).

3) Review the submitted time, then click **Approve**, **Deny**, or **Send Back**.

- If you deny a request or send it back to the worker for correction, provide a brief **Reason**, then click **Submit**.