

STUDENT SUPERVISOR: TIME APPROVAL

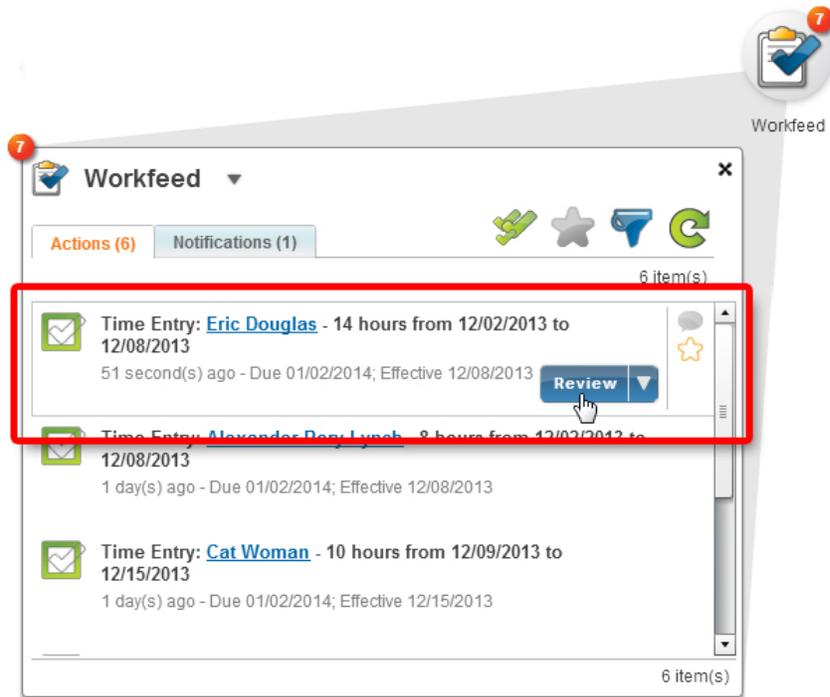
When students reporting to you enter and submit work hours in Workday, an action task for review and approval will appear in your Workfeed. **Student's time should be approved every Friday by 5:00pm.** Follow the steps below to approve work hours in Workday.

CONTENTS

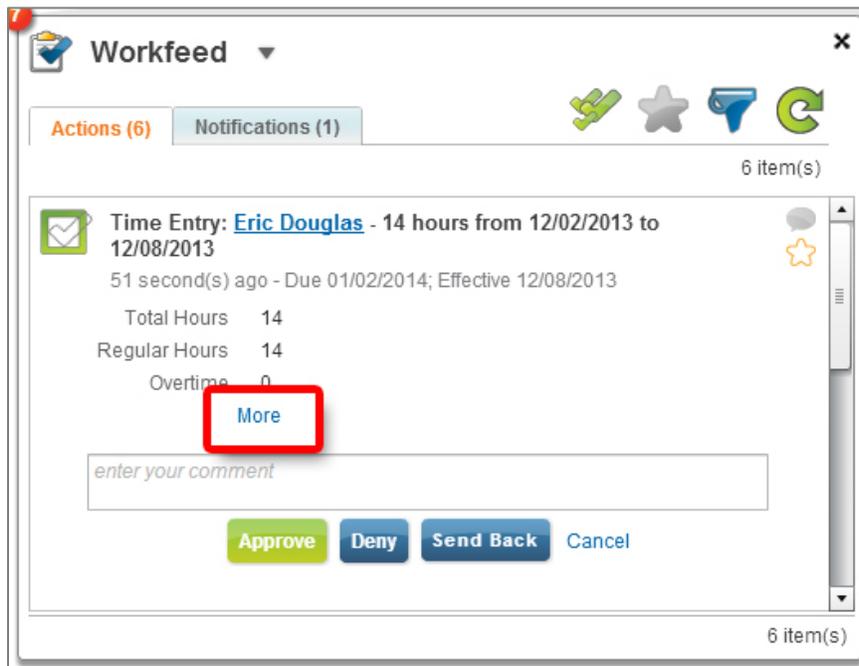
Review and Approve Time	2
View Timesheet Status.....	4
Enter Time for a Student Worker	4

Review and Approve Time

1. Move your cursor over the student **Time Entry** task in the **Actions** tab of your **Workfeed** and click the **Review** button to display a summary of the student worker's hours:



2. Click the **More** link to view timesheet details:



3. If work hours are correct, click the **Approve** button to continue:

Time Entry Approval
Eric Douglas
Regular Hours: 14 Overtime: 0
Total Hours: 14

Dec 02 – 08, 2013

Mon 12/02	Tue 12/03	Wed 12/04	Thu 12/05	Fri 12/06	Sat 12/07	Sun 12/08
Hours Entered: 4	Hours Entered: 4	Hours Entered: 3	Hours Entered: 0	Hours Entered: 3	Hours Entered: 0	Hours Entered: 0
Time Period Lockout 11/01/2013 - 11/30/2013 L&C Work Study 4 Hours	L&C Work Study 4 Hours	L&C Work Study 3 Hours		L&C Work Study 3 Hours		

Approve Deny Send Back Close

If any changes are needed, you can return the timesheet to the student for correction or revise the hours yourself.

- **Revise hours:** Click the desired time box in the calendar and make revisions in the pop-up window (round hours to the nearest quarter hour).
- **Send Back:** Use if there is a mistake in the time entered. The student worker will be required to make a change to the hours and re-submit for approval. Click Send Back and enter your comments in the pop-up window. The student will receive notification with your comments.

Send Back

To * Eric Douglas - Revise Time

Reason * Hi Eric,
Your time on Friday, 12/6 is incorrect. Please change it to 3.5 hours and re-submit. Thanks!

Send Back Close

- **Deny:** Deny will cancel the timesheet. Use the Send Back option to request corrections.

4. After approving the student's time, any remaining Time Entry tasks from your Workfeed will be listed in the **Others Awaiting My Action** section. Select the desired link and complete additional review and approval tasks as indicated in the previous steps:

You have approved:
Time Entry: Eric Douglas - 14 hours from 12/02/2013 to 12/08/2013

Process Successfully Completed

Others Awaiting My Action

- Time Entry: Alexander Rory Lynch - 8 hours from 12/02/2013 to 12/08/2013
- Time Entry: Cat Woman - 10 hours from 12/09/2013 to 12/15/2013
- Time Entry: Cat Woman - 19 hours from 12/02/2013 to 12/08/2013

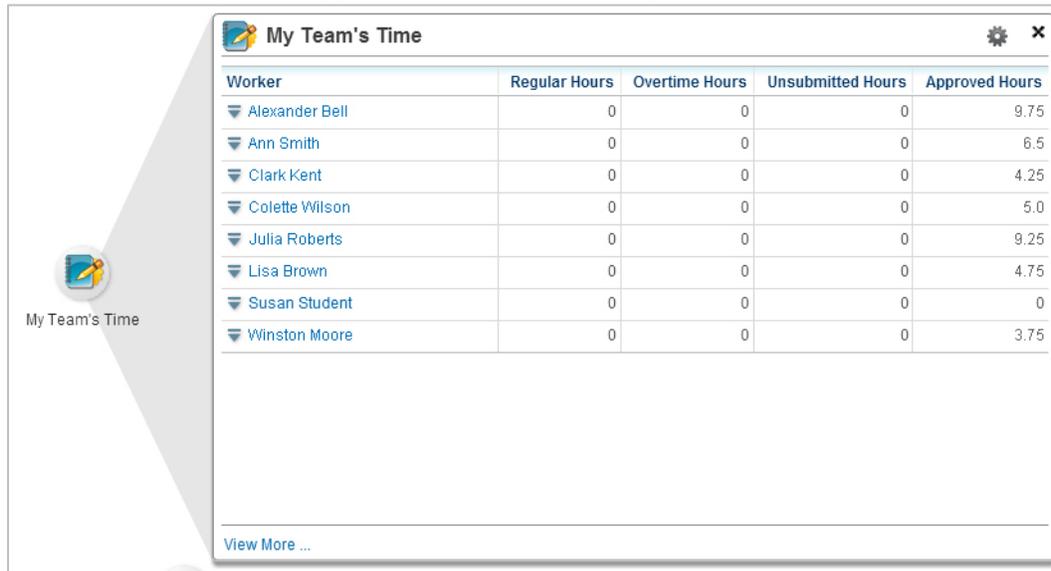
Details and Process

Close

View Timesheet Status

Follow the steps below to check the timesheet status for each of your student workers.

1. Click the **My Team's Time** worklet on your Workday **My Team** landing page. This summary will display the entered hours and approval status of each of your student workers:



The screenshot shows a 'My Team's Time' worklet with a table of student workers. The table has columns for Worker, Regular Hours, Overtime Hours, Unsubmitted Hours, and Approved Hours. The data is as follows:

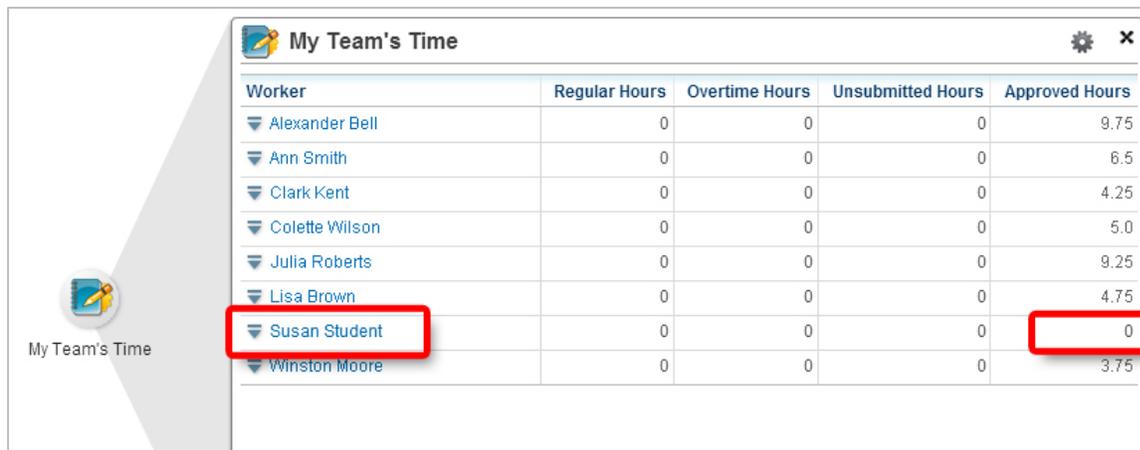
Worker	Regular Hours	Overtime Hours	Unsubmitted Hours	Approved Hours
Alexander Bell	0	0	0	9.75
Ann Smith	0	0	0	6.5
Clark Kent	0	0	0	4.25
Colette Wilson	0	0	0	5.0
Julia Roberts	0	0	0	9.25
Lisa Brown	0	0	0	4.75
Susan Student	0	0	0	0
Winston Moore	0	0	0	3.75

Below the table is a 'View More ...' link.

Enter Time for a Student Worker

If the student worker fails to enter time, you can enter it for them. Follow the steps below to enter hours for a student.

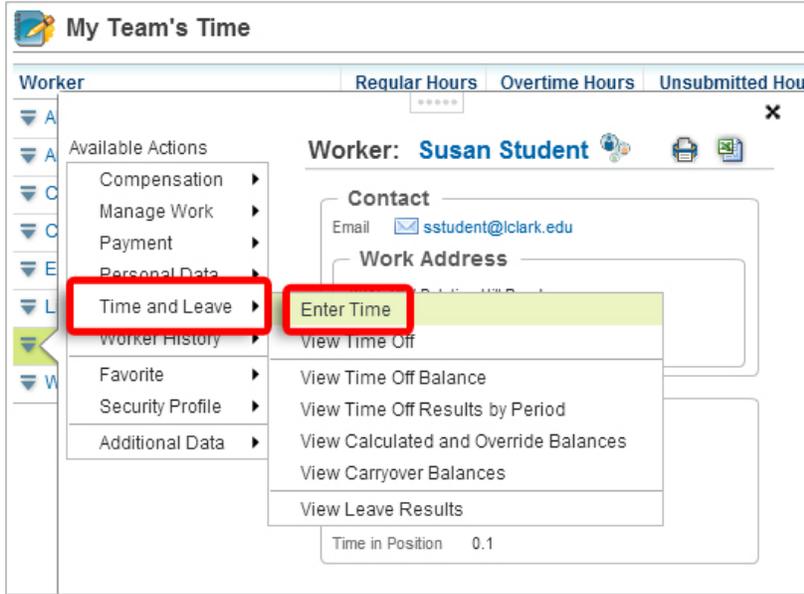
1. Click the **My Team's Time** worklet on your Workday **My Team** landing page. In this example, you notice that one student has not entered time for the week. Click the **Related Actions** icon to the left of the student's name to view available actions:



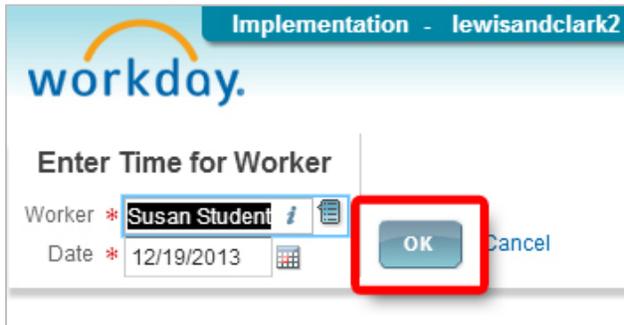
The screenshot shows the same 'My Team's Time' worklet as above. In this example, the 'Susan Student' row is highlighted with a red box around her name, and the 'Approved Hours' value of 0 is also highlighted with a red box.

Worker	Regular Hours	Overtime Hours	Unsubmitted Hours	Approved Hours
Alexander Bell	0	0	0	9.75
Ann Smith	0	0	0	6.5
Clark Kent	0	0	0	4.25
Colette Wilson	0	0	0	5.0
Julia Roberts	0	0	0	9.25
Lisa Brown	0	0	0	4.75
Susan Student	0	0	0	0
Winston Moore	0	0	0	3.75

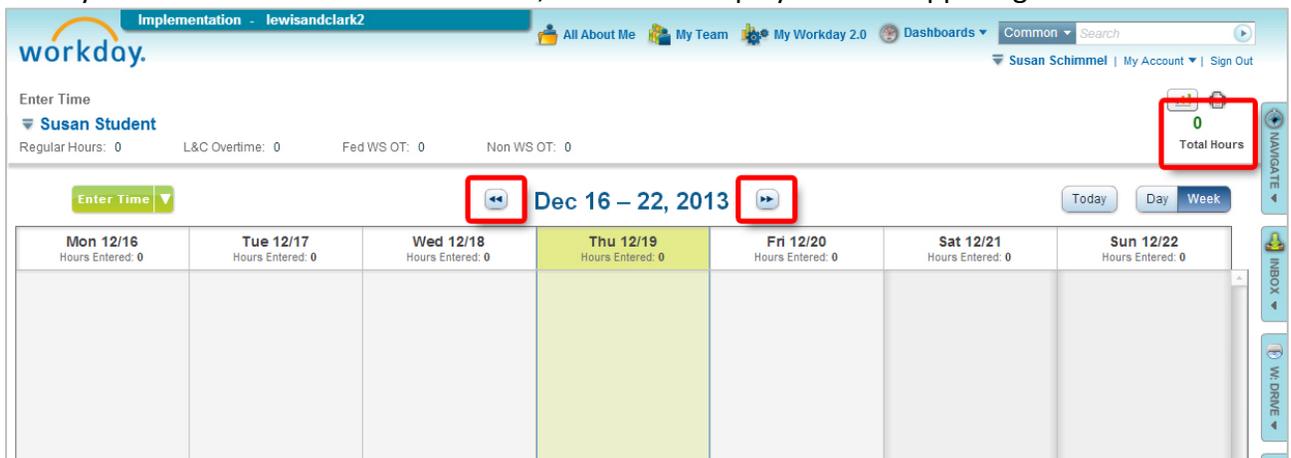
2. Select **Time and Leave** in the Available Actions menu, then click **Enter Time** to continue:



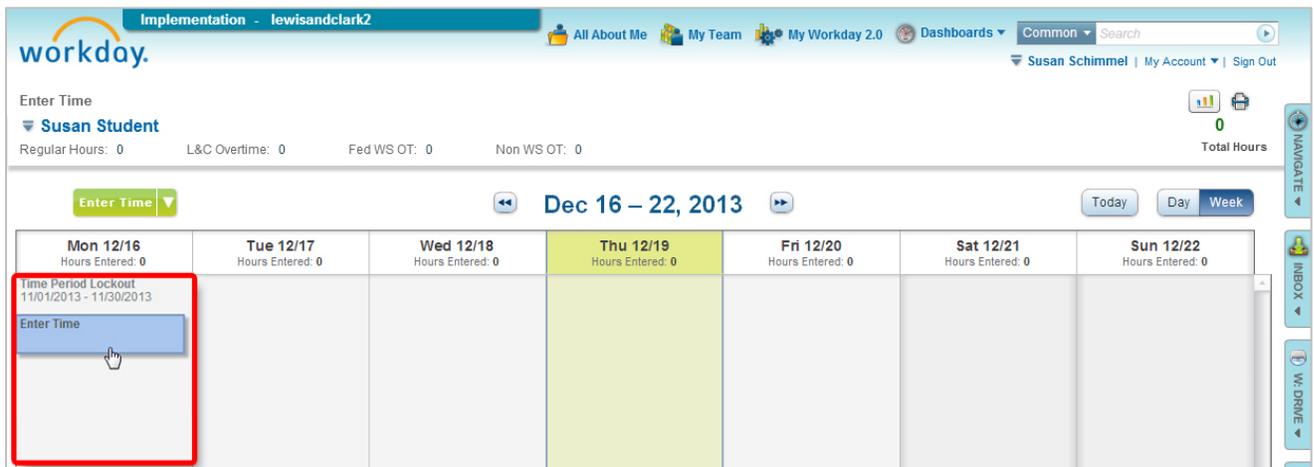
3. Click OK to open the student's timesheet:



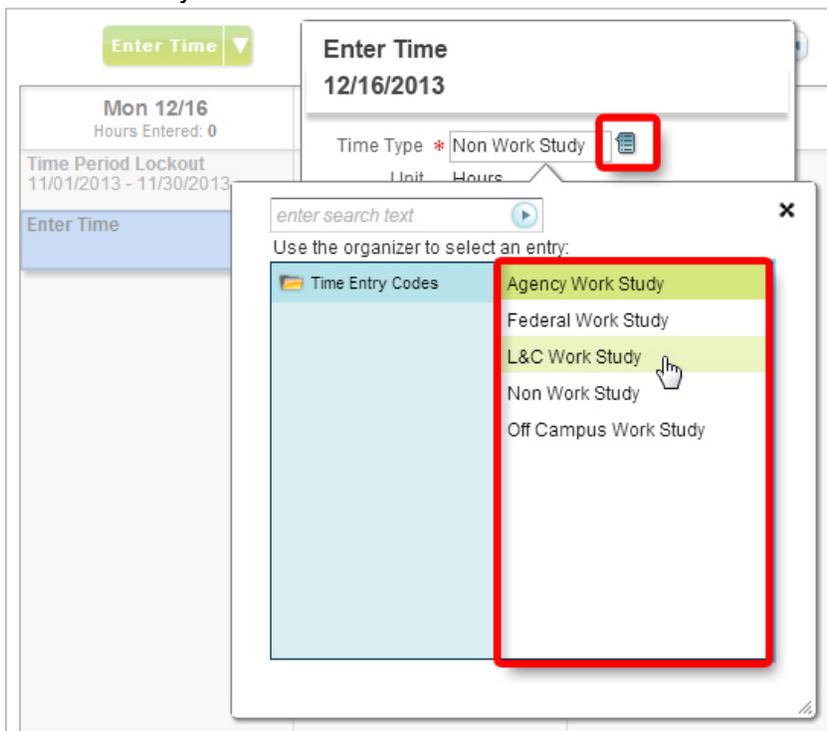
4. This is the student's timesheet. Use the arrows on either side of the date range to navigate between weekly timesheets. As hours are entered, the total is displayed in the upper right corner of the screen.



- To enter hours into the timesheet calendar, click in the desired day column, then click the **Enter Time** box:



- Click the **Prompt icon** next to the **Time Type** field and select the appropriate Time Type designation for the student's job:



7. Enter the total hours for the day in the **Quantity** field, then click **OK** to close the time entry window. Follow the steps above to enter additional hours into the timesheet calendar.

The screenshot shows a 'Time Period Lockout' for 11/01/2013 - 11/30/2013. The 'Enter Time' dialog box is open for 12/16/2013. The 'Time Type' is 'L&C Work Study'. The 'Quantity' field contains the number '3'. Below the 'Quantity' field is a 'Details' section with a 'Comment' text area. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

8. When finished entering hours for the student, click the **Submit this Week** button to continue:

The screenshot shows the Workday 'Enter Time' interface for Susan Student. A green notification bar at the top says 'Your changes have been saved.' The 'Submit this Week' button is highlighted with a red box. The calendar view shows the following hours entered:

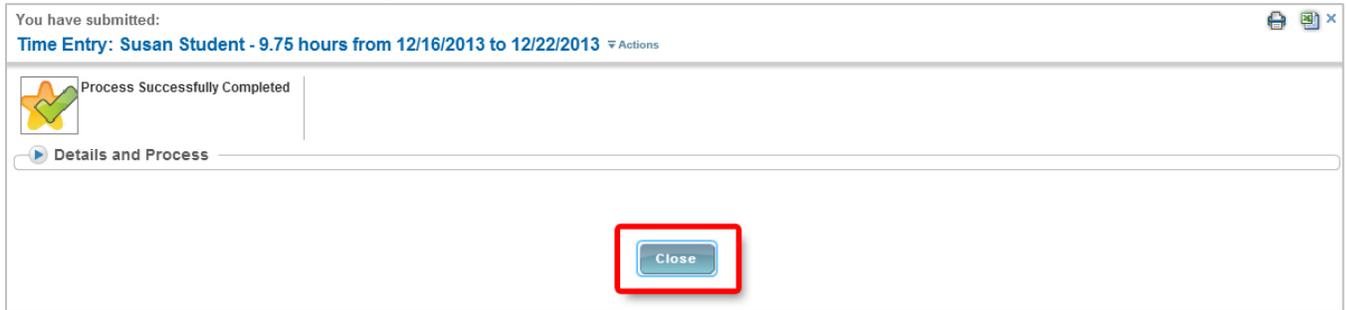
Day	Hours Entered
Mon 12/16	3
Tue 12/17	3.5
Wed 12/18	3.25
Thu 12/19	0
Fri 12/20	0
Sat 12/21	0
Sun 12/22	0

The total hours for the week are 9.75.

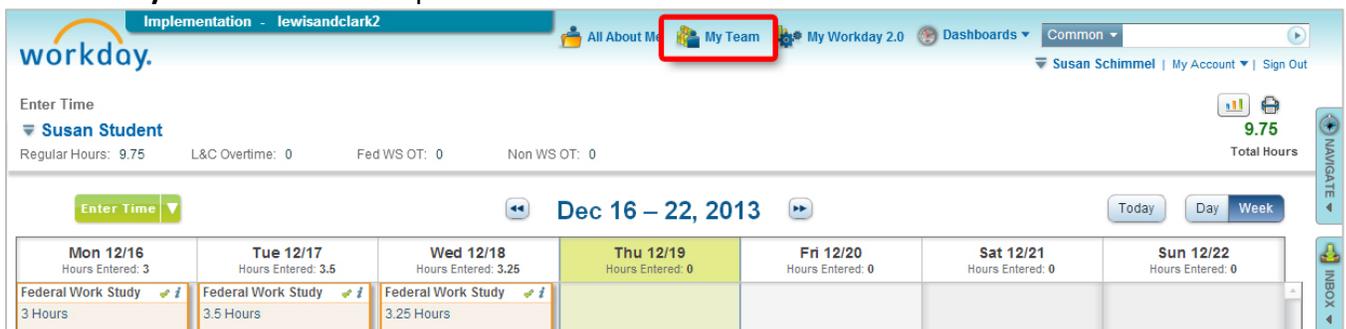
9. Click the **Submit** button to confirm the student's hours:

The screenshot shows the 'Submit Time' dialog box for Susan Student. The total hours are 9.75. A message states: 'By clicking Submit, you are indicating that all hours reported are true and complete, are authorized for use by payroll for payment, and adhere to the College's time reporting policy.' At the bottom, there is a text input field for a comment and a 'Submit' button, which is highlighted with a red box.

10. Click the **Close** button to complete time entry for the student:



11. Click the **My Team** link at the top of the screen to close the timesheet screen:



12. Since you entered hours for the student, they are automatically approved as indicated in the **My Team's Time** worklet and no separate review and approve action is generated for your Workfeed:

The screenshot shows the 'My Team's Time' worklet. It contains a table with the following data:

Worker	Regular Hours	Overtime Hours	Unsubmitted Hours	Approved Hours
Alexander Bell	0	0	0	9.75
Ann Smith	0	0	0	6.5
Clark Kent	0	0	0	4.25
Colette Wilson	0	0	0	5.0
Julia Roberts	0	0	0	9.25
Lisa Brown	0	0	0	4.75
Susan Student	0	0	0	9.75
Winston Moore	0	0	0	3.75

The row for 'Susan Student' is highlighted with a red rectangular box.