STAFF SUPERVISOR: REVIEW AND APPROVE TIME ENTRY FOR NON-EXEMPT EMPLOYEES

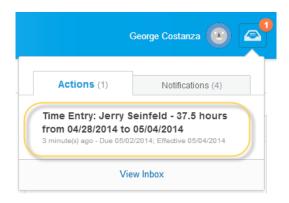
When a non-exempt employee reporting to you enters and submits work hours in Workday, an action task for review and approval will appear in your Workday Inbox.

Time should be approved on a weekly basis, but <u>must</u> be approved by the 17th of the month at 11:59 pm (for the previous pay period).

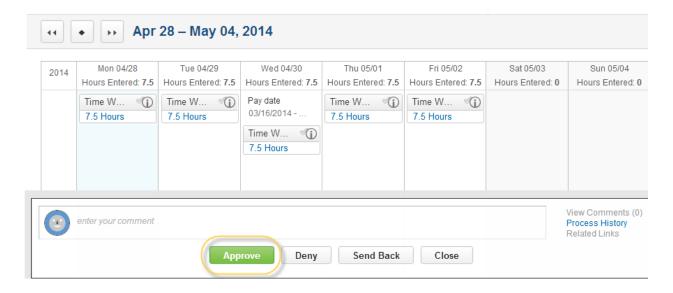
Review and Approve Time Entry

A "Time Entry" Action item in your Workday Inbox can include both Time Worked and Time Off.

1. Go to your **Workday Inbox** and click on the entry in the **Actions** tab to display a summary of the hours.



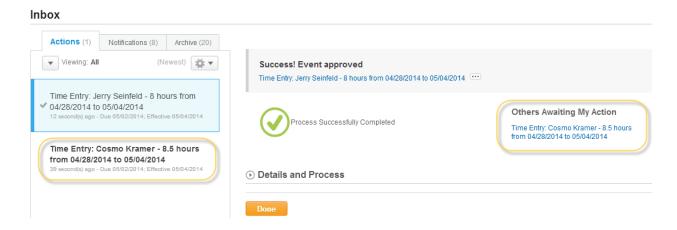
2. If work hours are correct, click the **Approve** button to continue.



- 3. If any changes are needed, you can return the timesheet to your worker 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 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 worker will receive notification with your comments.

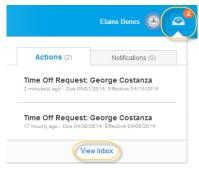


- Deny: Deny will cancel the timesheet. Use the Send Back option to request corrections.
- 4. After approving the time, any remaining Time Entry approval will be in your **Workday Inbox** and listed in the **Others Awaiting My Action** section. Select either link and complete additional review and approval tasks as indicated in the previous steps.



1. Review and Approve Time Off

Time Off Requests will be in your **Workday Inbox.** To access your Inbox, click on the **Inbox icon** in the top right corner of your Workday screen. Click on the **View Inbox** link to view the full screen Workday Inbox.

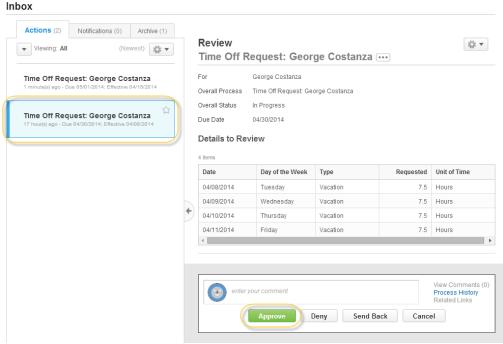


2. Each **Time Off Request** will show you the dates requested and number of hours requested.

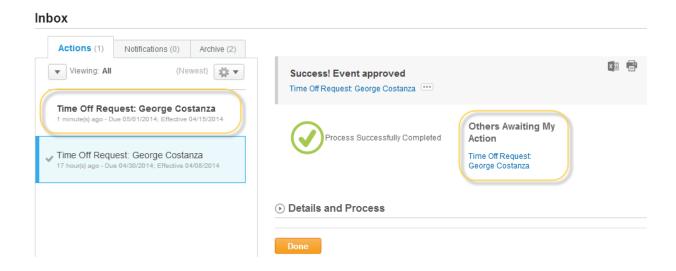
Workday will not allow an employee to make a request that is greater than their balance as of the date of the time off.

Press the green **Approve** button to approve.

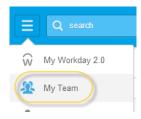
If you are denying or sending back the request to your worker, you are required to enter a comment. Please explain to the worker why the request needs to be edited, or why it cannot be accommodated.



3. After approving the time, any remaining Time Off Requests approval will be in your **Inbox** and listed in the **Others Awaiting My Action** section. Select either link and complete additional review and approval tasks as indicated in the previous steps.



4. To view your team's Time Off and Leave, go to the main menu and click on My Team.



5. Click on **Team Time Off**, and under View, click on **Time Off and Leave Calendar**. This will give you a weekly view of any time off that you team has. To see a list instead of a calendar, view **All Time Off** (all submitted) or **Approved Time Off** (all approved).

