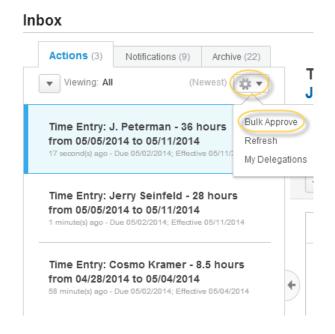
STAFF SUPERVISOR: BULK APPROVE

You have the ability to bulk approve hours/Workday Inbox Actions for your workers.

1. In your **Workday Inbox**, select the **Options** gear button, and select **Bulk Approve** from the drop down menu.



2. Select the time entries that you want to approve, and press **OK**.

Select All	Showing 3 item(s)						
	✓						
tems							
	Select	Due Date	Overdue	Title		Comment	
	✓	05/02/2014		Time Entry: J. Peterman - 36 hours from 05/05/2014 to 05/11/2014	2 minute(s) ago - Due 05/02/2014; Effective 05/11/2014		Details
	✓	05/02/2014		Time Entry: Jerry Seinfeld - 28 hours from 05/05/2014 to 05/11/2014	3 minute(s) ago - Due 05/02/2014; Effective 05/11/2014		Details
	✓	05/02/2014		Time Entry: Cosmo Kramer - 8.5 hours from 04/28/2014 to 05/04/2014	1 hour(s) ago - Due 05/02/2014; Effective 05/04/2014		Details

3. Press **Done** to return to the Workday Inbox.