

SUPERVISOR: REVIEW TIME ENTRY FOR NON-EXEMPT EMPLOYEES

When a non-exempt employee reporting to you enters and submits time worked and time off in Workday, a task for review and approval will appear in your **Workday Inbox**.

Time should be approved on a weekly basis, but must be approved by the 17th of the month at 11:59pm (for the previous pay period) for Staff, and the 2nd of the month at 11:59pm for Students.

Review and Approve Time Entry

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.
 - **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:** Access by clicking the More button. Deny will cancel the timesheet – hours would have to be re-entered in order to be paid. Use the Send Back option to request corrections.

Review and Approve Time Off

Time Off Requests will be in your **Workday Inbox**.

1. 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, but you can click open **Time Off Balance as of Current Date** if you would like to see their balances.

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.

2. After approving the time, any remaining Time Off Requests approval will be in your **Inbox** and listed in the **Others Awaiting My Action** section.
3. To view your team's Time Off and Leave, go back to your **Home** screen. Click on **Team Time Off**, and then **Time Off and Leave Calendar** in the view section. This will take you to a monthly view of all of your employees' time off.