

There are different options to review and approve employee's time and time offs. When an employee submits timesheet and/or requests time off, a task is sent to the Manager's Workday **Inbox**.

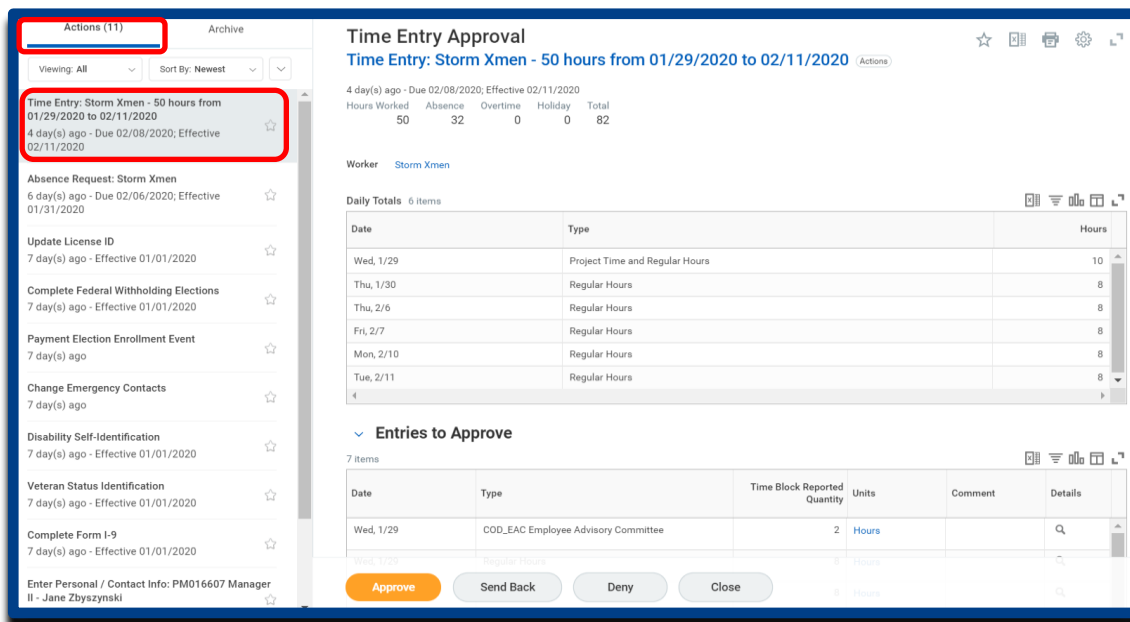
TIME ENTRY APPROVAL

Approve Time from Inbox

From your home landing page,



1. Navigate to your inbox icon.
2. Select the time entry item under the **Actions** tab.



Time Entry Approval
Time Entry: Storm Xmen - 50 hours from 01/29/2020 to 02/11/2020

4 day(s) ago - Due 02/08/2020; Effective 02/11/2020

Hours Worked	Absence	Overtime	Holiday	Total
50	32	0	0	82

Worker: Storm Xmen

Daily Totals: 6 items

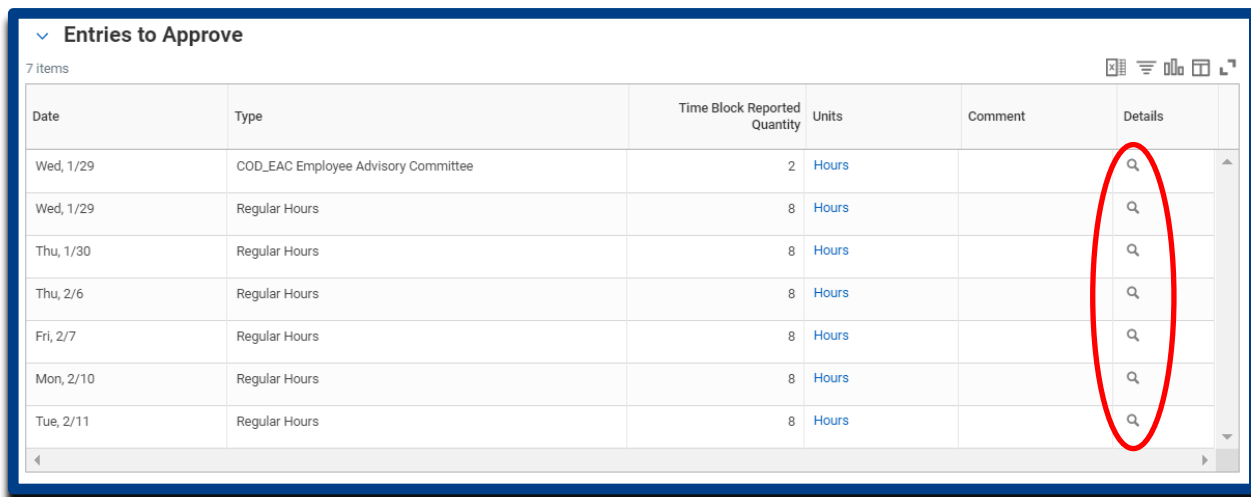
Date	Type	Hours
Wed, 1/29	Project Time and Regular Hours	10
Thu, 1/30	Regular Hours	8
Thu, 2/6	Regular Hours	8
Fri, 2/7	Regular Hours	8
Mon, 2/10	Regular Hours	8
Tue, 2/11	Regular Hours	8

Entries to Approve: 7 items

Date	Type	Time Block Reported Quantity	Units	Comment	Details
Wed, 1/29	COD_EAC Employee Advisory Committee	2	Hours		
Wed, 1/29	Regular Hours	8	Hours		
Thu, 1/30	Regular Hours	8	Hours		
Thu, 2/6	Regular Hours	8	Hours		
Fri, 2/7	Regular Hours	8	Hours		
Mon, 2/10	Regular Hours	8	Hours		
Tue, 2/11	Regular Hours	8	Hours		

Buttons: Approve, Send Back, Deny, Close

3. To view the details of each time entry by date, select the magnifying glass icon under **Entries to Approve**



Entries to Approve: 7 items

Date	Type	Time Block Reported Quantity	Units	Comment	Details
Wed, 1/29	COD_EAC Employee Advisory Committee	2	Hours		Q
Wed, 1/29	Regular Hours	8	Hours		Q
Thu, 1/30	Regular Hours	8	Hours		Q
Thu, 2/6	Regular Hours	8	Hours		Q
Fri, 2/7	Regular Hours	8	Hours		Q
Mon, 2/10	Regular Hours	8	Hours		Q
Tue, 2/11	Regular Hours	8	Hours		Q

Managers: Time Entry and Time Off Approvals

4. Managers and Timekeepers can either **Approve**, **Send Back**, **Deny** or **Close** an employee's timesheet.

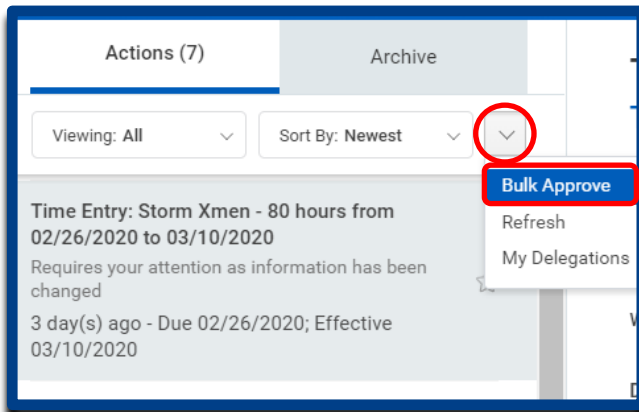


- **Approve** the timesheet if the time appears to be accurate.
- **Send Back** the timesheet with comments if there is an inaccuracy and you would like the employee to correct it. Be sure to add **comments** about the date or time needing correction.
- **Deny** means the time sheet will be returned to the employee in a viewable state but they will be unable to edit it. They will need to re-enter all of their previous time entries, because it 'kills' the entire process.
- **Close** will skip the task and leave the time entry item unapproved in the **Inbox**.

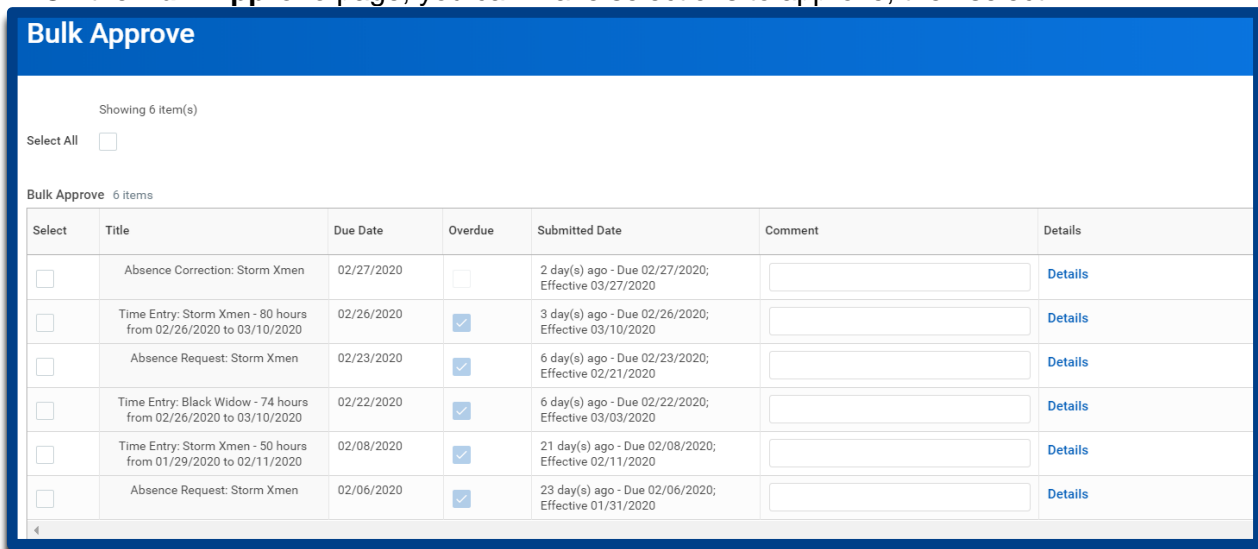
You can also use the **Bulk Approve** feature.

From your **Inbox**:

1. Select the unlabeled **More** pull-down menu, and select **Bulk Approve**.



2. On the **Bulk Approve** page, you can make selections to approve, then select **OK**.





Note: When you approve time from the **Inbox**, only time worked or “Regular Hours” are displayed. Time Off requests for the pay period appears as a separate **Inbox** item that also requires your approval.

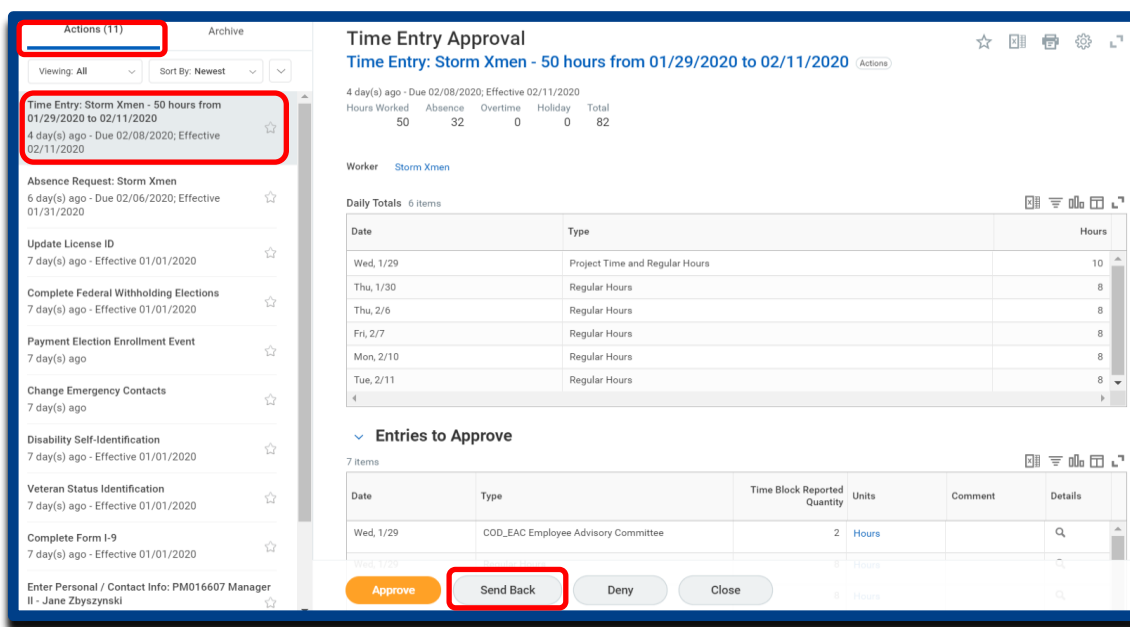
MODIFY/CORRECT EMPLOYEE'S TIME

Modify/Correct Employee Time from Inbox

You can only **correct** a **time off** request in **Workday** if it has been **approved**. (Refer to the **Manage Team's Absences** job aid).

If the request has not been **approved**, from your **Inbox**

1. Select the time entry item under the **Actions** tab.



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Worker: Storm Xmen

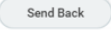
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Entries to Approve: 7 items

Date	Type	Time Block Reported Quantity	Units	Comment	Details
Wed, 1/29	COD_EAC Employee Advisory Committee	2	Hours		

Buttons: Approve, Send Back, Deny, Close

2. Select the  button. Be sure to add **comments** about the date or time needing correction.

TIME OFF APPROVAL

Approve Time Off from Inbox

Time Off requests always require approval. The approval task is routed to the Manager's **Inbox**.

From your home landing page,



1. Navigate to your **Inbox** icon.
2. Select the employee's **Time Off** request
3. Prior to approving **Time Off Request**, it is a good practice to select the **View Balances** button to view the employee's time off balance.
4. You can also view the employee's **Previous Time Off Requests** by selecting the corresponding button

Managers: Time Entry and Time Off Approvals

5. Select **Approve**, **Send Back**, **Deny**, or **Cancel**.

Review

Absence Request: Storm Xmen [Actions](#)

13 day(s) ago - Due 02/23/2020; Effective 02/21/2020

For Storm Xmen

Overall Process Absence Request: Storm Xmen

Overall Status In Progress

Due Date 02/23/2020

Details to Review

First Day of Time Off 02/21/2020

Last Day of Time Off 02/21/2020

Total 8 hours - vacation

Request Details 1 item

Date	Day of the Week	Type	Requested	Unit of Time
02/21/2020	Friday	Vacation	8	Hours

[View Balances](#)

[> Previous Time Off Requests](#)


[Approve](#) [Send Back](#) [Deny](#) [Cancel](#)

6. If approved, select the **Detail and Process** arrow to view the employee's time off summary

Success! Event approved

Absence Request: Storm Xmen [Actions](#)

13 day(s) ago - Due 02/23/2020; Effective 02/21/2020



Process Successfully Completed

[> Details and Process](#)

7. Select [Done](#).