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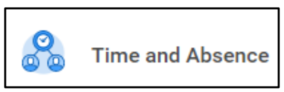
# Approve Time from the Time and Absence Application

1. On the **Workday Home Page**, select the **Time & Absence Application.**

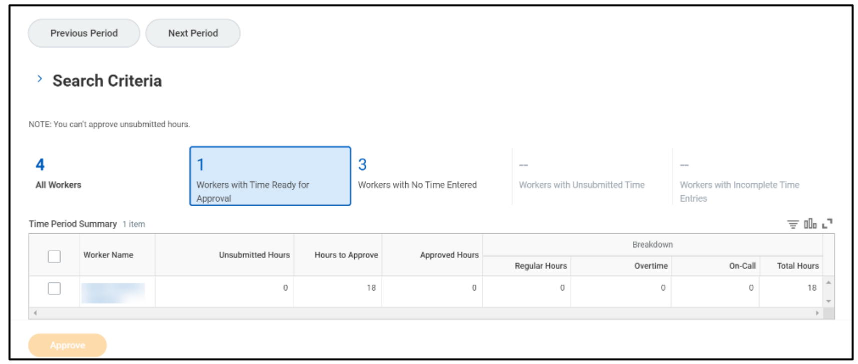



2. Under the Tasks menu, click **Review Time.**

3. On the **Review Time** page, select the appropriate **Date; Review my direct reports only** is checked by default. Under **Show**, choose one of the options:

   - **All Workers-** all employees who report to you regardless of whether they have approved, submitted, or unsubmitted hours
   - **Workers with Hours to Approve-** only employees who have submitted their hours for your approval
   - **Workers with Unsubmitted Hours-** employees who have not submitted their **Time**
   - When you have made your selections, click **OK**.

4. Review your team's **Time** at a glance with the **Time Period Summary** table. Hours for each worker are categorized, such as Hours to Approve or Overtime Hours**.** Use the Previous Period and Next Period buttons to navigate between periods. Click a worker's name to drill down to employee-specific time data.




## Approve Workers' Time

On the **Review Time** screen, from the **Time Period Summary** table, select the corresponding checkbox for each worker you wish to approve time for; to approve all listed, select the box at the top; click **Approve.**

# Approve Time from your Inbox

1. On the **Workday Home Page**, access your **Inbox** "Time" items in

one of the following ways:

- Click the **Inbox** icon next to your **Profile** picture.
- Select **Go to Inbox** from your **Inbox card;** click the **Time Entry** item under the **Actions** tab.
- Open an **Action item** displayed on your **Inbox card** by clicking the item.

**2.** A summary of **Time** entered appears at the top of the page; scroll down to view **Entries to Approve.**

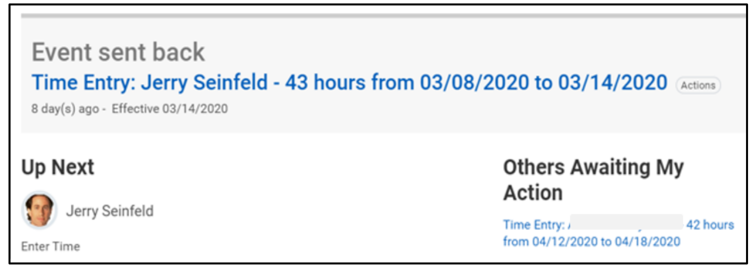
**3.** To see more details of an entry, click the related actions (Twinkie) next to the magnifying glass icon in the **Details** column.

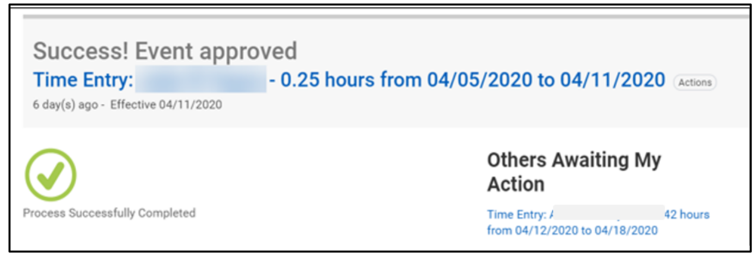
**4.** Expand **All Current Time** to see details.

**5.** Select one of the available options:

- **Approve**- approves employee's submitted **Time** and completes the process
- **Send Back**-returns the Time entry to the employee for correction/revision; ***Comments must be included with this option***
- **Deny-** completely terminates the process; must include a reason for denial; denial appears on employee's **Time** calendar entries, but employee DOES NOT otherwise receive notification of the denial
- **Close-** closes the current item view; item remains in **Inbox** until processed

**6.** The appropriate confirmation will display; click **Done**




## Enter, Modify, or Delete an Employee's Time

Managers will use this task to enter "Holiday Observed", "Holiday Not Scheduled to Work", and "Emergency Closure not Worked" time entry codes for The Law Enforcement officer AS NEEDED.

**1.** On the Workday Home Page, select the **Time & Absence** application.

**2.** From the **Tasks** menu, select **Enter Time for Worker**

**3.** In the **Worker** field, use the menu icon and select the appropriate option to find the employee (or enter the employee's name in the field)

**4.** Select the date and click **OK**

5. Make the necessary modifications to the appropriate entry; select **Next** to continue.

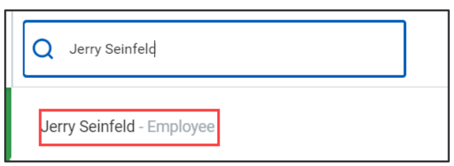
***NOTE:** *When entering time for Holiday Observed, Holiday Not Scheduled to Work, or Emergency Closure Not Worked, Total Daily Quantity must be entered rather than in/out times.*

6. Verify the information entered; click **Save**

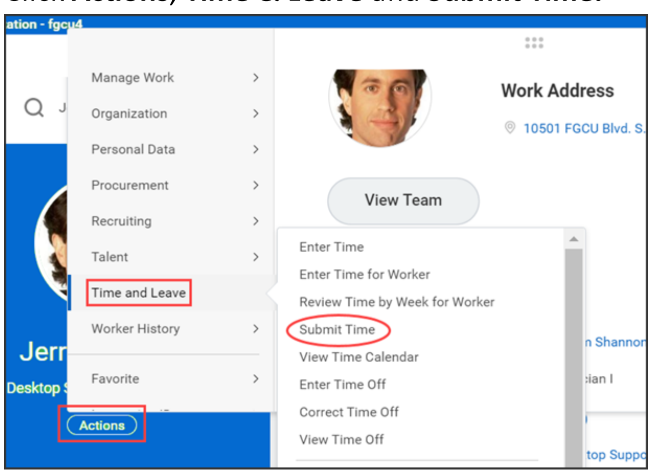
## Submit Time for Employee

To submit time on behalf of an employee:

1. On the **Workday Home Page**, search for the Employee by name; click on the name to open the employee **Profile.**




2. Click **Actions**, **Time & Leave** and **Submit Time.**




3. Select the appropriate time period with unsubmitted **Time**; click **OK.**

4. Verify that **Time** entered is correct; *you will not be returned to the timesheet view once **Time** is submitted*. When confirmation is complete, click **Submit.**

5. A **Submit Time** confirmation screen appears; click **Done**

## Update Time Clock Events for Employee

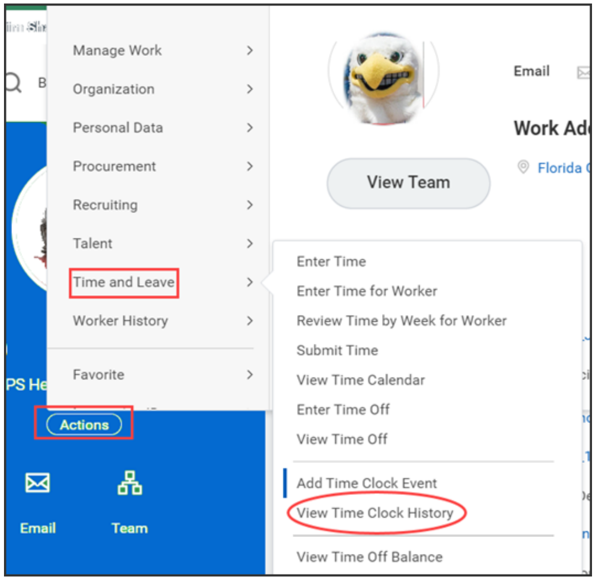
Law Enforcement Officers will use the **Check In/Check Out** tool in **Workday** to log their work hours. If an employee neglects to complete that process, his/her manager may complete it on the employee's behalf.

### Add Clock Event

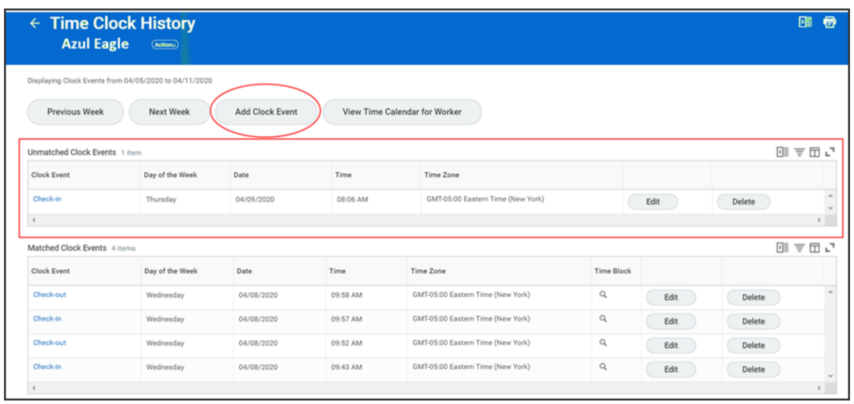
Complete an **Unmatched Clock Event** (a missed **Check In** or **Check Out**) with the **Add Clock Event** option

1. On the **Workday Home Page**, search for the **Employee** by name; click name to open **Profile.**

2. Select **Actions**, **Time and Leave**, **View Time Clock History.**




3. Select appropriate start date for **Time Clock History**; click **OK.**
4. In the **Time Clock History**, find the **Unmatched Clock Event,** note date and time; click **Add Clock Event.**




5. On the **Add Clock Event** screen:
   - Select correct **date** for Event
   - Add correct **time** for Event
   - Open Event Type **menu**
   - Select proper Event **type** (**Check In** or **Check Out**)
   - Add **Comment** as appropriate
   - Click **OK**
6. **Add Clock Event** confirmation popup appears; click **Done.**
7. **Time Clock History** now indicates no **Unmatched Clock Events.**