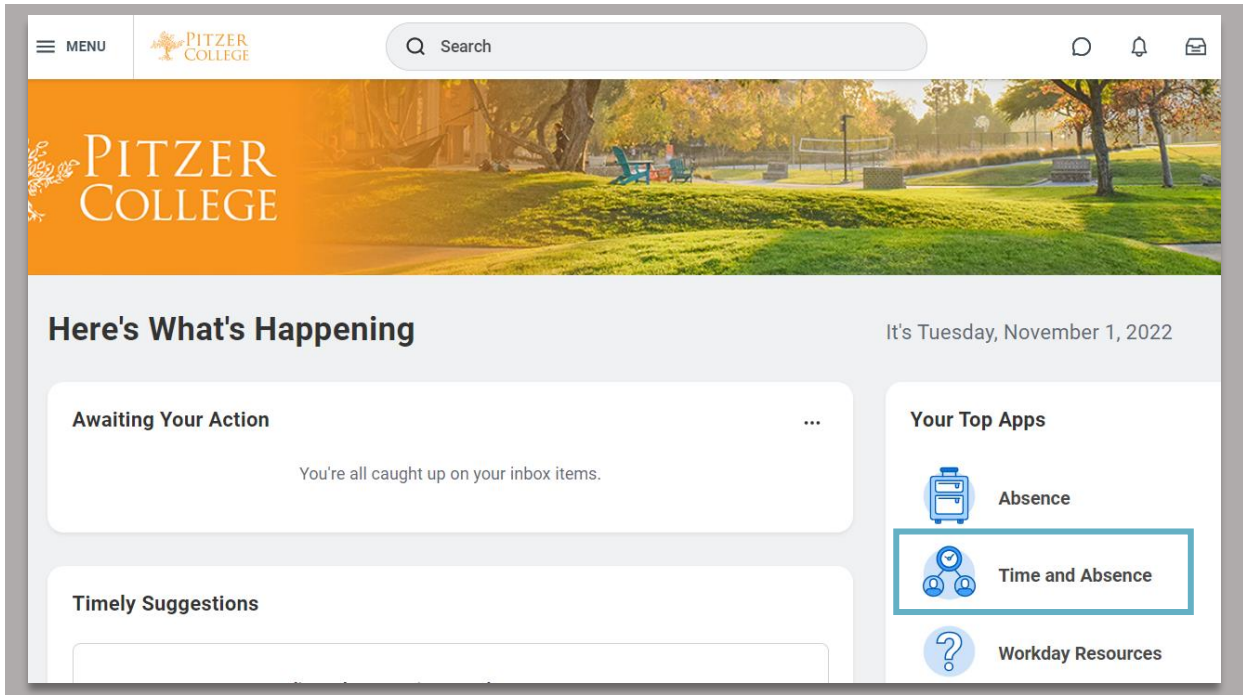
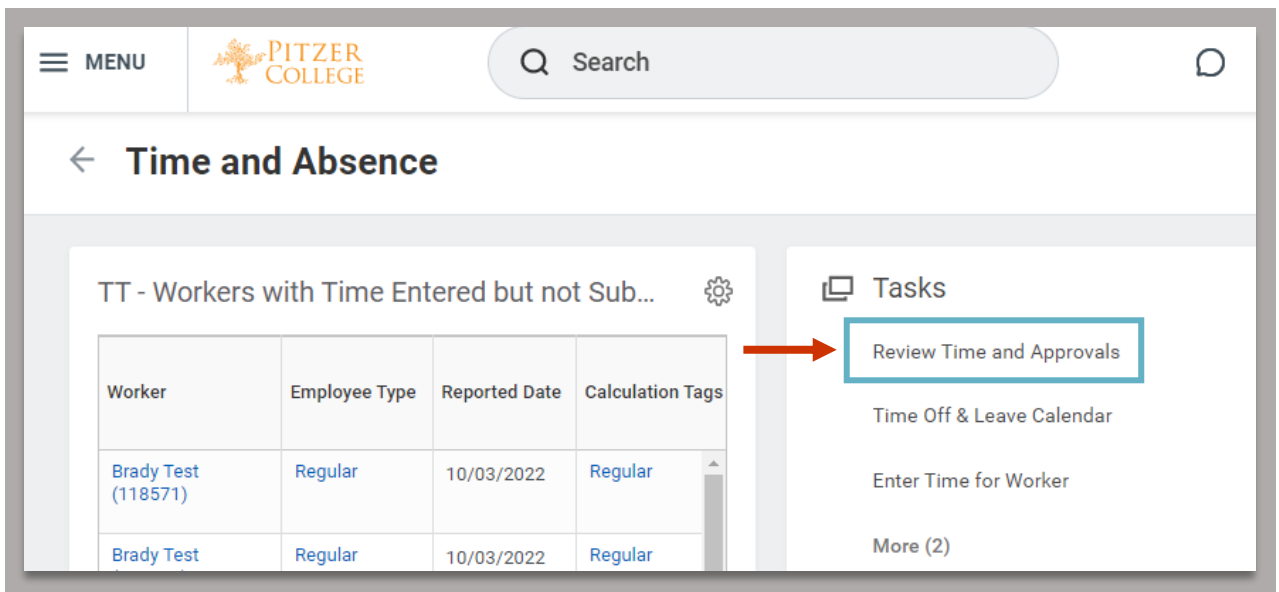


Time Entry: Review and Approve Timecards for Students

1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Time and Absence**.
Note: The Time and Absence application is accessible only to supervisors/timekeepers. Please connect with your Human Resources Office should you need the application but don't see it.



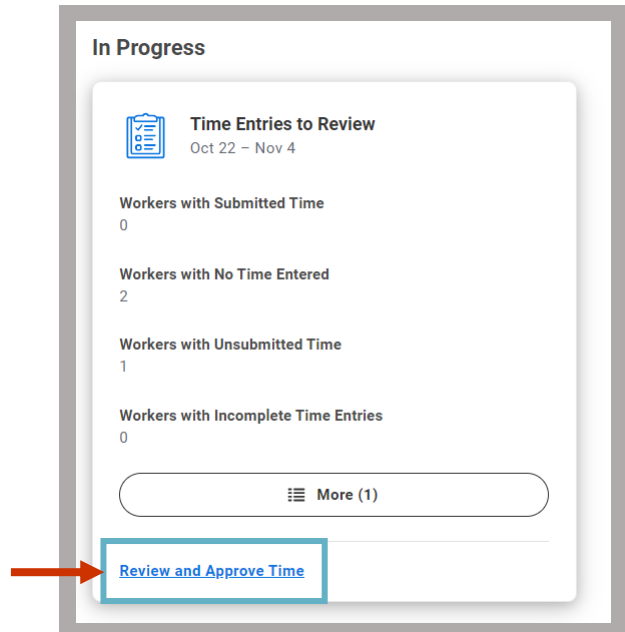
3. Select **Review Time and Approvals** under Tasks.



Time Entry: Review and Approve Timecards for Students

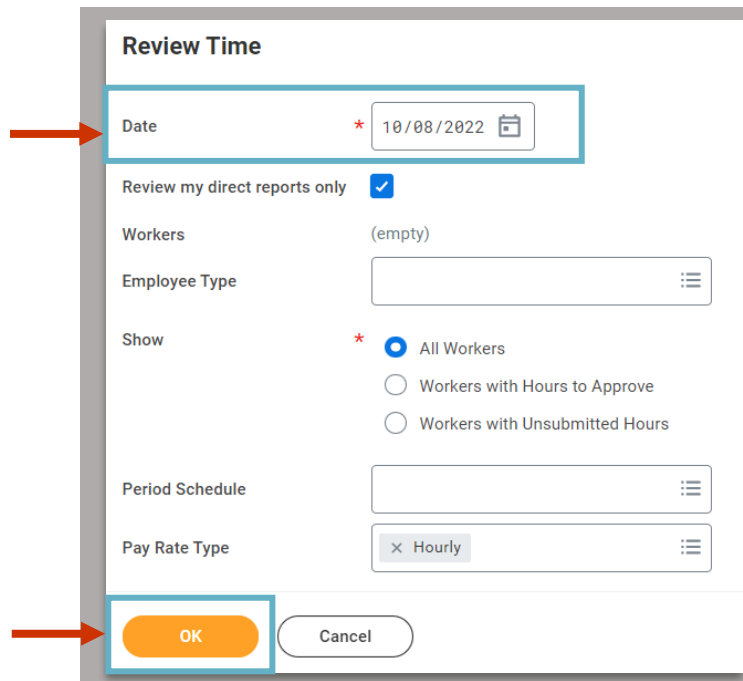
- 4. Under **In Progress** you can see the status of employee(s) timecards. Select **Review and Approve Time**.

Note: All Employee hours must be submitted in order for you to approve timecards. If there are unsubmitted time or incomplete time entries, please contact the employee(s) immediately.



- 5. The **Review Time** screen will display. Make sure the **Date** is a day within the pay period you are approving hours for i.e. the first or the last day of the pay period.

Click on OK.



Time Entry: Review and Approve Timecards for Students

6. On the **Review Time** screen, you will see your employees along with timecard statuses.

Use the column in the blue box below to filter through and identify which employees are in which status.

- **Workers with Submitted Time:** employee(s) who submitted their timecard and are ready for approval.
- **Worker with No Time Entered:** employee(s) who did not enter any time during this period.
- **Workers with Unsubmitted Time:** employee(s) who entered time but have not reviewed/approved their timecard.
- **Workers with Alerts:** employee(s) may be working over 40 hours in a week, have a meal penalty, etc.
- **Worker with Incomplete Time Entries:** employee(s) punched in but never out for a meal or for the day.

If you have employees in the Unsubmitted Time or Incomplete Time Entries, reach out to them right away to have them submit their timecard. You will not be able to approve their timecard until they submit it first.

To take a closer look at an employee's Timecard: click on the Employee's Name.

- View totals for Week 1
- View totals for Week 2
- View Period Totals
- See Other Position Totals
- View Punch Details
- View Alerts

Time Entry: Review and Approve Timecards for Students

7. Approve timecards individually or in a bulk:

Individually: After selecting the employee's name, click Approve on the bottom of the screen.

Time Entries James Student (118580) ...

Date Range Nov 5 - 18, 2022

Job Title Student Technical Support (+)

View Absence Balances

Week 1		Week 2		Period Totals	
Saturday	0	Saturday	0	Total	18
Sunday	0	Sunday	0	Regular	0
Monday	0	Monday	3	Work Study	18
Tuesday	0	Tuesday	6	Overtime	0
Wednesday	3	Wednesday	3	Double Time	0
Thursday	0	Thursday	3	Missed Meal Penalty	1
Friday	0	Friday	0	Paid Time Off	0
TOTAL	3	TOTAL	15		

Other Position Totals

Approve Enter Time for Worker Send Back

Scheduled 10

In a Bulk: From the Review Time screen, select the workers you are approving time for and click Approve.

Review Time

Nov 5 - 18, 2022

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

3 All Workers 1 Workers with Submitted Time 1 Workers with No Time Entered 1 Workers with Unsubmitted Time 1 Workers with Alerts 0 Workers with Incomplete Time Entries

Time Period Summary 3 items All 3 selected

Worker Name	Totals			Breakdown					Scheduled Weekly Hours
	Unsubmitted Time	Submitted Time	Approved Time	Regular	Work Study	Work Study Overtime	Work Study Double Time	Missed Meal Period Penalty	
<input checked="" type="checkbox"/> Alex Student (118581)	0	0	0	0	0	0	0	0	8
<input checked="" type="checkbox"/> James Student (118580)	0	3	18	0	21	0	0	0	10
<input checked="" type="checkbox"/> Nicole Student (118584)	4	0	0	0	4	0	0	0	8

Approve

Time Entry: Review and Approve Timecards for Students

8. You will see confirmation that you have approved timecards successfully.

Expand **Time Not Approved** to see timecards that you attempted to approve but are pending employee approval. Until the employee approves their timecard, you will not be able to approve. Reach out to the employee to have them submit their timecard as soon as possible.

Expand **Time Approved** to see timecards that have been approved.

You have approved time for 1 worker(s): 11/05/2022 - 11/18/2022

Do Another **Related Links**

[Review Time](#) [Enter Time for Worker](#)

Time Not Approved

1 item

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours	Reason
Nicole Student (118584)	Student Support Intern (+)	4	0	Hours must be submitted before they can be approved.

Time Approved

1 item

Worker Name	Job Title	Approved Hours	Hours Breakdown				Scheduled Weekly Hours
			Regular	Work Study	Work Study Overtime	Work Study Double Time	
James Student (118580)	Student Technical Support (+)	21	0	21	0	0	10

Repeat steps 1 – 8 until all timecards are approved. Unapproved time will not feed to payroll and may cause a delay in payment.

Timecards will be locked for editing once payroll begins to process. Please ensure all timecards are approved by the designated day and time listed on the bi-weekly payroll calendar.