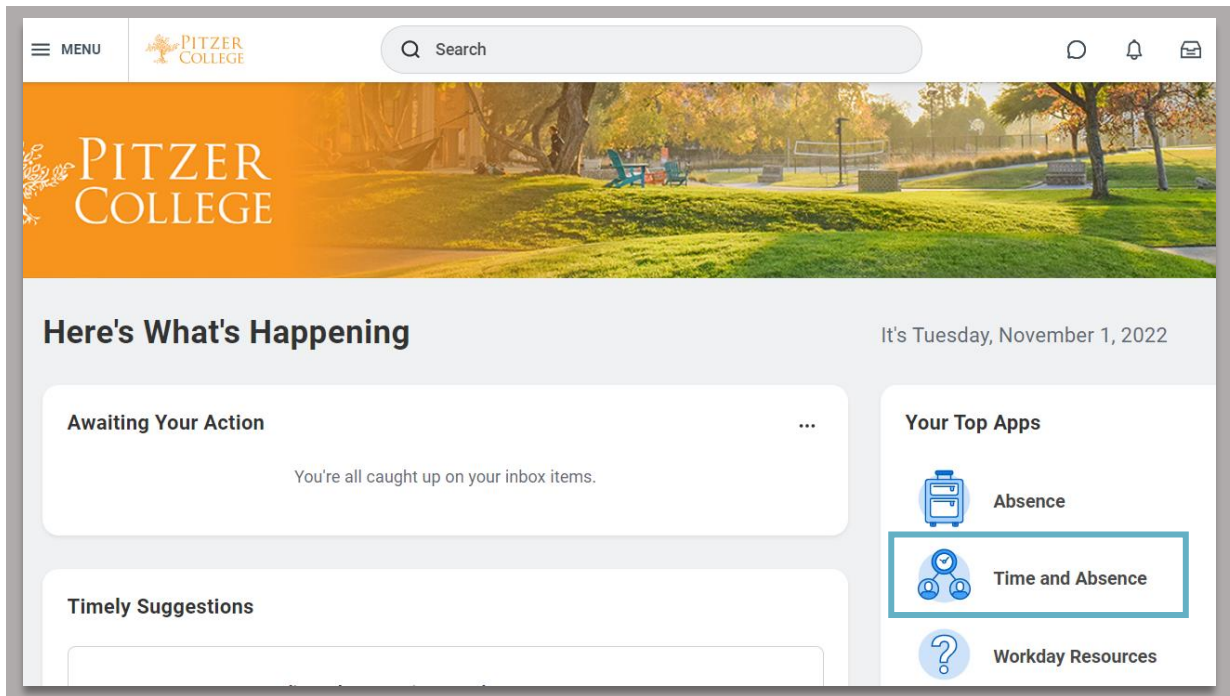
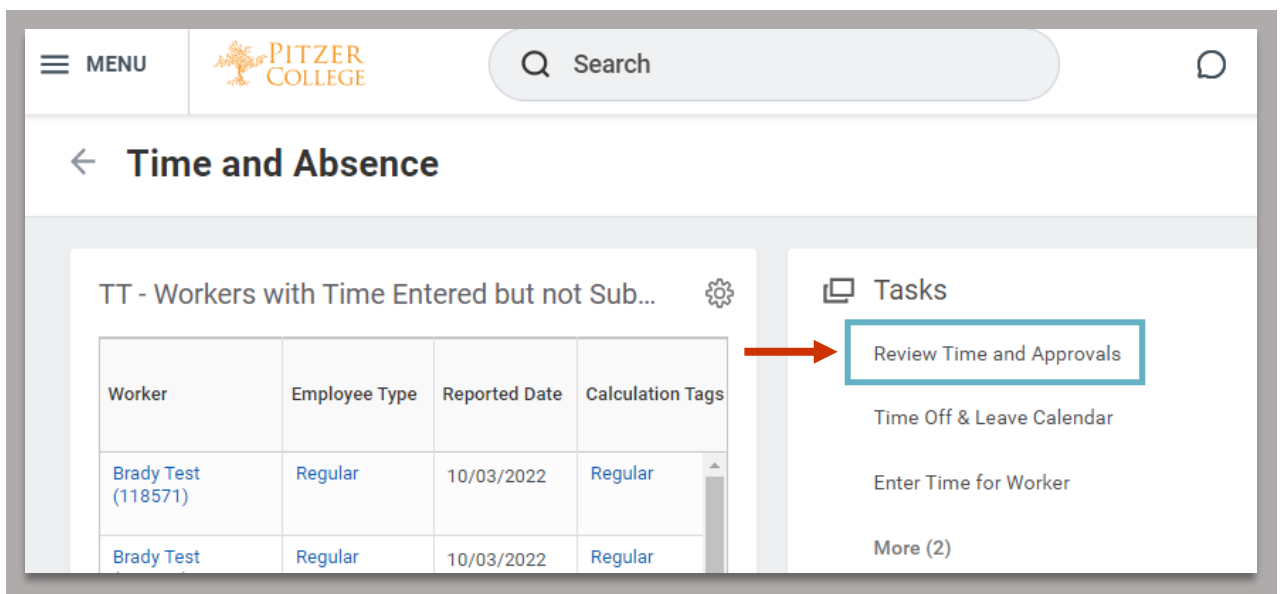


Absence: Review and Approve Timecards

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.



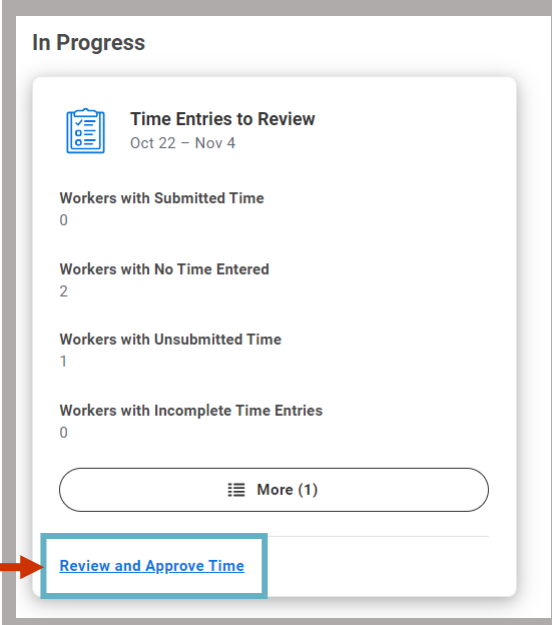
3. Select **Review Time and Approvals** under Tasks.




Absence: Review and Approve Timecards

- 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.



In Progress


 **Time Entries to Review**
Oct 22 - Nov 4

Workers with Submitted Time
0

Workers with No Time Entered
2

Workers with Unsubmitted Time
1

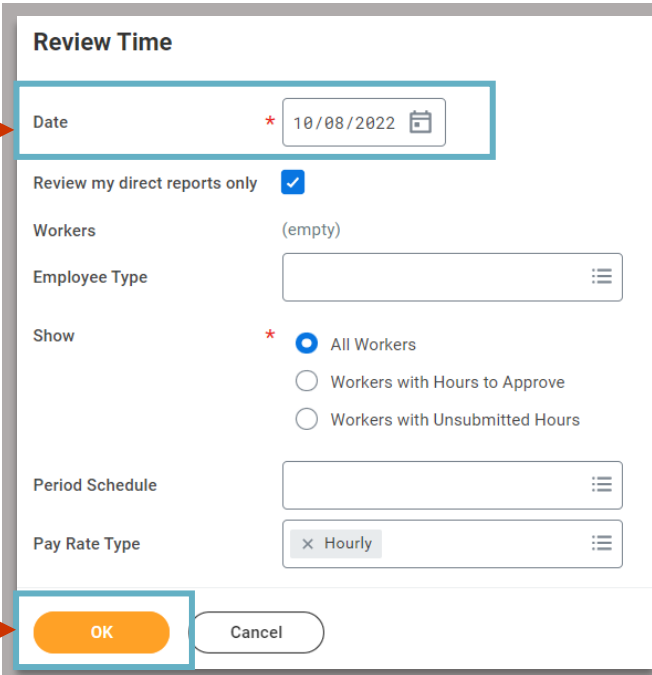
Workers with Incomplete Time Entries
0

 More (1)


[Review and Approve Time](#)

- 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.




Review Time


Date * 10/08/2022 


Review my direct reports only

Workers (empty)

Employee Type 

Show * All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Period Schedule 

Pay Rate Type 

Absence: Review and Approve Timecards

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 did not review/approve their timecard.
- **Workers with Alerts:** employee(s) may be working over 40 hours in a week, 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 approve it first.

Review Time 10/14/2022

Oct 8 - 21, 2022

[Previous Period](#) [Next Period](#)

> **Search Criteria**

NOTE: You can't approve unsubmitted hours.

2	1	--	1	--	--
All Workers	Workers with Submitted Time	Workers with No Time Entered	Workers with Unsubmitted Time	Workers with Alerts	Workers with Incomplete Time Entries

Time Period Summary 2 items

<input type="checkbox"/>	Worker Name	Totals			Breakdown			Scheduled Weekly Hours
		Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Paid Time Off	
<input type="checkbox"/>	Brady Test (118571)	12.5	0	40	52.5	0	0	40
<input type="checkbox"/>	Erika Test (118579)	0	55	0	52.5	2.5	0	30

[Approve](#)

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

- View hours for Week 1
- View hours for Week 2
- View Period Totals
- View Punch Details
- View Alerts

Time Entries Erika Test (118579)

Date Range Oct 8 - 21, 2022

Job Title Coordinator

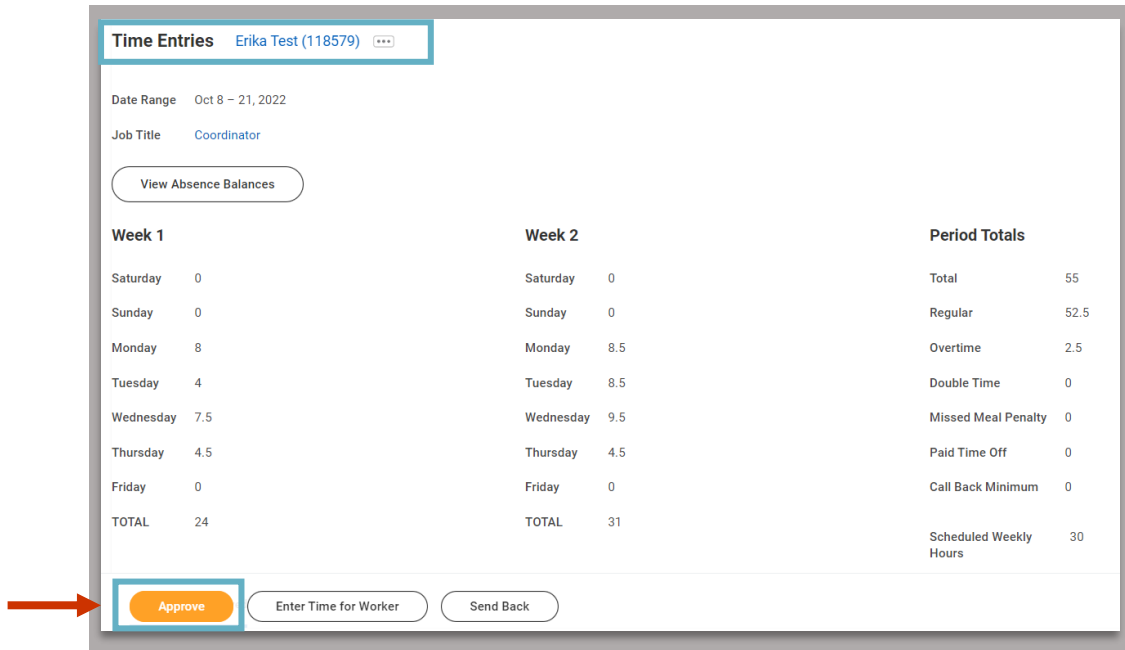
[View Absence Balances](#)

Week 1		Week 2		Period Totals	
Saturday	0	Saturday	0	Total	55
Sunday	0	Sunday	0	Regular	52.5
Monday	8	Monday	8.5	Overtime	2.5
Tuesday	4	Tuesday	8.5	Double Time	0
Wednesday	7.5	Wednesday	9.5	Missed Meal Penalty	0
Thursday	4.5	Thursday	4.5	Paid Time Off	0
Friday	0	Friday	0	Call Back	0
TOTAL	24	TOTAL	31	Minimum	

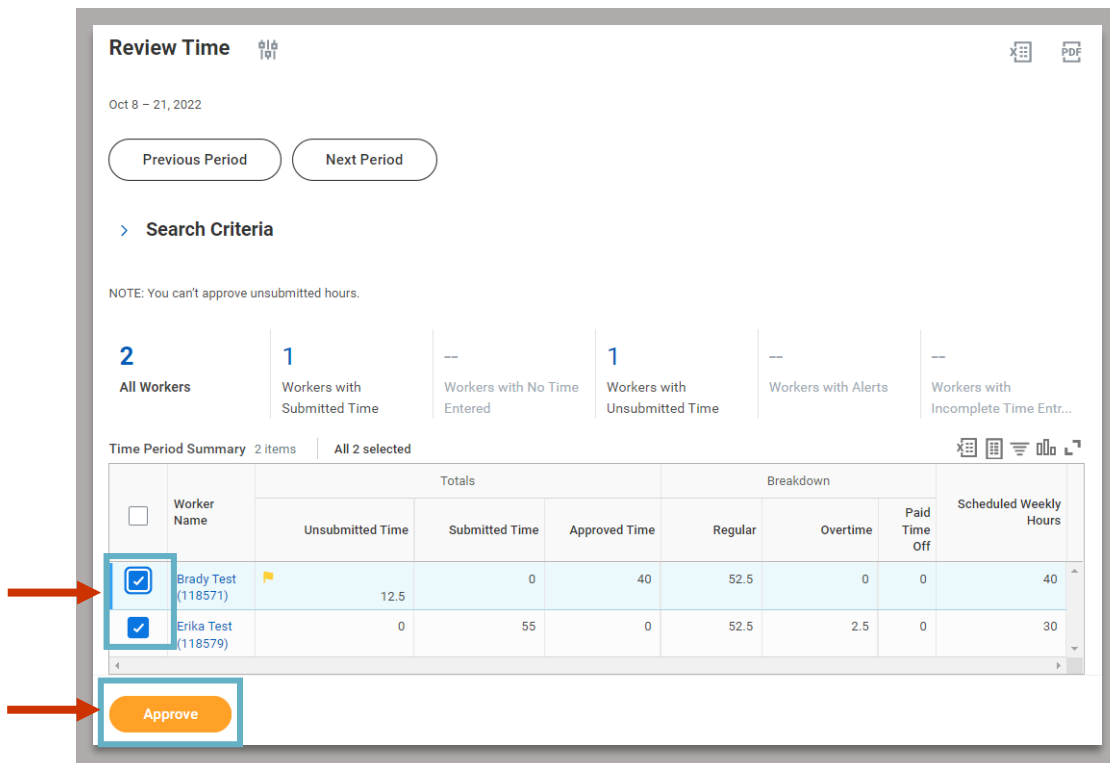
Absence: Review and Approve Timecards

7. Approve timecards individually or in a bulk:

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



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



Absence: Review and Approve Timecards

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.

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

You have approved time for 2 worker(s): 10/08/2022 - 10/21/2022

Do Another Review Time **Related Links** Enter Time for Worker

Time Not Approved

1 item

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours	Reason
Brady Test (118571)	Assistant	12.5	0	Hours must be submitted before they can be approved.

Time Approved

2 items

Worker Name	Job Title	Approved Hours	Hours Breakdown			Scheduled Weekly Hours
			Regular	Overtime	Paid Time Off	
Brady Test (118571)	Assistant	40	40	0	0	40
Erika Test (118579)	Coordinator	55	52.5	2.5	0	30

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 during payroll processing. Please ensure all timecards are approved by the designated day/time listed on our bi-weekly payroll calendar.