

Purpose: Student managers will view/approve/reject the timesheet for their student employees on a regular basis. They are responsible for reviewing and approving timesheets in a timely manner.

Steps to approve a student timesheet in Workday:

- 1. Log in to Workday.
- 2. Go to Menu.
- 3. Select the Team Time application.



4. Once you have selected the **Time and Absence** app, Under the **Actions** column, Select **Review Time**.

Team Time	
Actions	View
Review Time	My Team's Schedule
Enter Absence	Time Clock History
Correct Absence	Time Off & Leave Calendar
Enter Time for Worker	
Return Worker from Leave	
	workday



5. In the **Review Time** page, enter the Worker details of the employees to approve time.

→	Review Time
88	Date * 02/05/2024 💼
Ē.	Review my direct reports only
놂	Workers (empty)
000	Worker Type :=
₿	Employee Type
	Show * O All Workers Workers with Hours to Approve Workers with Unsubmitted Hours
	Pay Rate Type
	Job Exempt Status * O All Workers Exempt Non-Exempt
	OK Cancel

6. You will then have access to a **full list of your direct reports** and a breakdown of their hours. You can approve hours for student employees by checking the box next to their name then selecting the **Approve** button.

NOTE: Pay special attention to any alerts or symbols on the **Review Time** screen prior to approving timesheets. Please work with the student and the SEGAF office to ensure your student employees are compliant including total work hours and Work Study balance.

vie	w Time	핞											
0 - 10	6, 2021												
: You	can't approve un	submitted hou	urs.										
Work	ters			Submitted Time	4 Workers with No	o Time Ente	ered Work	ers with Unsubmittee	d Time Workers	with Alerts		 Workers with Entries	n Incomplete Time
Peri	od Summary 4	items A	All 4 selected	Totale					Breakdown				×II II = 00
Peri	od Summary 4 Worker Name	items A	All 4 selected	Totals Submitted Time	Approved Time	Total Hours	Regular Hours	Overtime Hours	Breakdown Doubletime Hours	Holiday Hours	Paid Time Off	Unpaid Time Off	X III 프 메미 Scheduled Weekly Hours
Perio	Od Summary 4 Worker Name Celine Dion	ltems A	All 4 selected	Totals Submitted Time 0	Approved Time	Total Hours 0	Regular Hours 0	Overtime Hours	Breakdown Doubletime Hours 0	Holiday Hours	Paid Time Off 0	Unpaid Time Off 0	XIII III 〒 IIII Scheduled Weekly Hours 40
Perio	Vorker Name Celine Dion David Beckham	items A	UII 4 selected	Totals Submitted Time 0 0	Approved Time 0 0	Total Hours 0 0	Regular Hours 0	Overtime Hours 0 0	Breakdown Doubletime Hours 0 0	Holiday Hours 0	Paid Time Off 0	Unpaid Time Off 0	XIII III I III III III III IIII IIII I
Perio	od Summary 4 Worker Name Celine Dion David Beckham Meryl Streep	items A	Jubmitted Time 0 0 0 0	Totals Submitted Time 0 0 0 0 0	Approved Time 0 0	Total Hours 0 0	Regular Hours 0 0	Overtime Hours 0 0 0 0 0	Breakdown Doubletime Hours 0 0	Holiday Hours 0 0	Paid Time Off 0 0	Unpaid Time Off 0 0	XII III = Da Scheduled Weekly Hours 40 40





Note: If there are individuals who need more careful review, you can select their name from the list to access their timecard and make updates or send back if necessary.

Time Entr	ies											×III	PDF
Date Range Job Title View Abs	Jan 28 122471 sence Ba	- Feb 3, 2024 I Compliance A alances	ssistant, Student Fina	ancial Serv	ices-JM (/	Angelica Yoon)						
Daily Total	S						P	eriod Tota	ls				
Sunday	0						Re	gular	11.5				
Monday	2.5						Sh	ift Different	ial O				
Tuesday	3						Ov	rertime	0				
Wednesday	0						То	tal	11.5				
Thursday	0						Sc	heduled We	ekly Hours 20)			
Friday	0												
Saturday	6												
Entries to b	e Approv	red All Ent	ries										
2 items												n. =	H
Date		Time Type	Time Calculation Tags	In	Out	Out Reason	Quantity	Unit	Worktags	Time Block Comment	View Details		-
Tue, 1/30		Regular	Regular	11:30	14:30	Out	3	Hours			Q		
Sat, 2/3		Regular	Regular	11:00	17:00	Out	6	Hours			۹		-
Appro	ove	Enter Ti	ime for Worker	Sen	d Back								
)			/							



Enter Time for Worker: Any timesheet updates, whether it be changing an existing submission or creating a new submission, should include note from the supervisor in the Comment field regarding the change(s).

< > Jan 2	28 – Feb 3, 2024 🗸					Week V Actions V	Summary
Sun, 1/28 Hours: 0	Mon, 1/29 Hours: 2.5	Tue, 1/30 Hours: 3	Wed, 1/31 Hours: 0	Thu, 2/1 Hours: 0	Fri, 2/2 Hours: 0	Sat, 2/3 Hours: 6	Jan 28 – Feb 3, 202
		Time Period Lockout 01/14/2024 - 01/27/2024			Pay date 01/14/2024 - 01/27/2024		Regular Shift Differential Overtime Total
						-	
						Î	
	Regular						
	2.5 Hours ✓ Approved						
		Regular				Regular 11:00 - 17:00	
		11:30 - 14:30 3 Hours Submitted				6 Hours Submitted	
						-	

	Close	
Tue, 1/30 Hours: 3	Enter Time	
Time Period Lockout 01/14/2024 - 01/27/2024	01/30/2024	Pay da 01/14,
	Status Submitted	
	Time Type * 🛛 🛛 🗮	
	ln * 11:30	
	Out * 14:30	
	Out Reason * Out 💌	
	Hours 3	
Regular	Details	
11:30 - 14:30 3 Hours Submitted	Comment	
	View Details	
	OK Delete Cancel	



Send Back: If the entire submission is sent back, a comment must be included and the student notified to make corrections.

Send Back Worker Time for Date Range	×
Comment *	li
OK Cancel	

Result: You have reviewed the steps to approve time for a student worker in Workday.