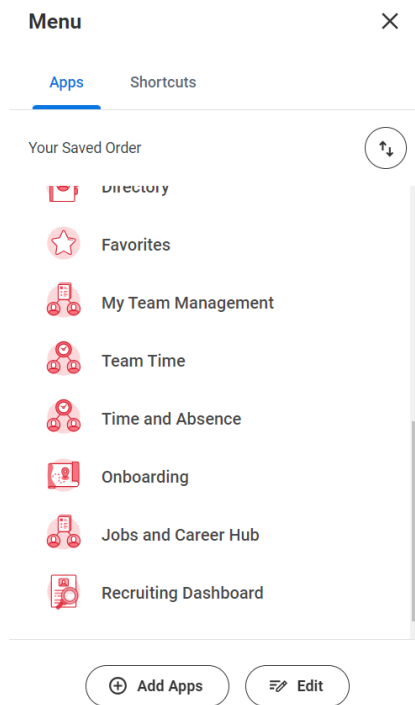


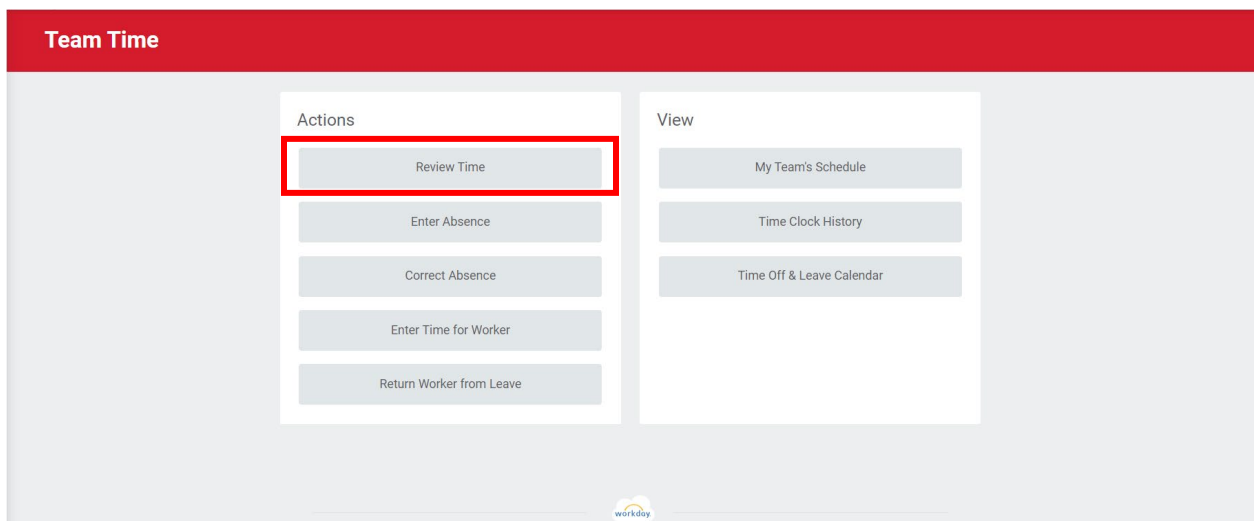
Purpose: Student managers will view/approve/reject the timesheet for their student employees on a regular basis. They are responsible for reviewing and approving timesheets in a timely manner.

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**.



Review Time

9/10

Oct 10 – 16, 2021

NOTE: You can't approve unsubmitted hours.

4

All Workers

--

Workers with Submitted Time

4

Workers with No Time Entered

--

Workers with Unsubmitted Time

--

Workers with Alerts

--

Workers with Incomplete Time Entries

Time Period Summary 4 items

All 4 selected

	Worker Name	Totals			Breakdown								Scheduled Weekly Hours
		Unsubmitted Time	Submitted Time	Approved Time	Total Hours	Regular Hours	Overtime Hours	Doubletime Hours	Holiday Hours	Paid Time Off	Unpaid Time Off		
<input checked="" type="checkbox"/>	Celine Dion	0	0	0	0	0	0	0	0	0	0	0	40
<input checked="" type="checkbox"/>	David Beckham	0	0	0	0	0	0	0	0	0	0	0	40
<input checked="" type="checkbox"/>	Meryl Streep	0	0	0	0	0	0	0	0	0	0	0	40
<input checked="" type="checkbox"/>	Tony Hawk	0	0	0	0	0	0	0	0	0	0	0	20

Approve

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 Entries

Date Range

Jan 28 – Feb 3, 2024

Job Title

122471 Compliance Assistant, Student Financial Services-JM (Angelica Yoon)

View Absence Balances

Daily Totals

Sunday	0
Monday	2.5
Tuesday	3
Wednesday	0
Thursday	0
Friday	0
Saturday	6

Period Totals

Regular	11.5
Shift Differential	0
Overtime	0
Total	11.5
Scheduled Weekly Hours	20

Entries to be Approved

All Entries

2 Items

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			Q

Approve

Enter Time for Worker

Send 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).

Hours entered should reflect actual hours worked during the respective pay period. For more information please refer to our [Policy on Timekeeping and Reporting](#) or submit a general time reporting inquiry through the [HR Service Center](#).

Today < > Jan 28 – Feb 3, 2024 Week Actions

	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
			Time Period Lockout 01/14/2024 - 01/27/2024			Pay date 01/14/2024 - 01/27/2024	
7							
8							
9		Regular 09:00 - 11:30 2.5 Hours ✓ Approved					
10							
11			Regular 11:30 - 14:30 3 Hours Submitted				
12							Regular 11:00 - 17:00 6 Hours Submitted
13							
14							
15							
16							
17							
18							

Summary
 Jan 28 – Feb 3, 2024

Regular	11.5
Shift Differential	0
Overtime	0
Total	11.5

Enter Time Close

01/30/2024

Status Submitted

Time Type * x Regular ...

In * 11:30

Out * 14:30

Out Reason * Out

Hours 3

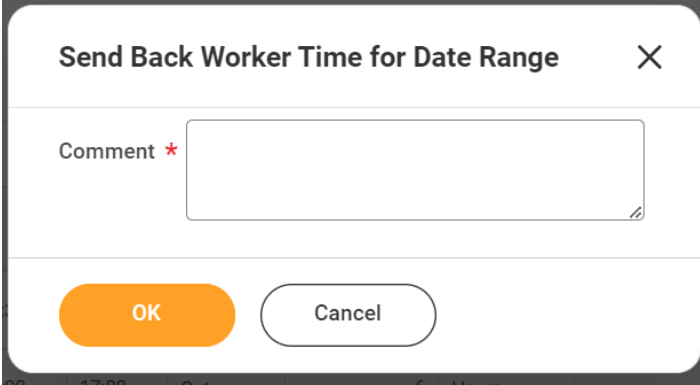
Details

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.



A screenshot of a software dialog box titled "Send Back Worker Time for Date Range" with a close button (X) in the top right corner. The dialog box contains a text input field labeled "Comment" with a red asterisk indicating it is required. Below the input field are two buttons: "OK" (orange) and "Cancel" (white with a grey border).

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