Approve Time for Direct Reports

This guide details how supervisors and managers can **review and approve time entered** for their direct reports.

Start Here

1. Open **Google Chrome**.

2. Navigate to **Workday**.

3. If prompted, log in with your **College email** and **password**.

4. From the **Menu**, select **the Time and Scheduling Hub** under **Team.** Make sure you select the **Time and Scheduling Hub** under **Team** and **not Personal**.

   - The first time you do this, you may need to add the **Time and Scheduling Hub** for **Team** to your menu by following these steps:
     - Select **(+) Add** at the bottom of the **Menu**.
     - In the search field, type **Time and Scheduling Hub.**
     - Select the **plus sign icon** to add a new app.
     - **Note:** add **Time and Scheduling Hub** for **Team**, not Time and Scheduling Hub for Personal.

5. From the **Team Time and Scheduling Hub**, select **Review and Approve Time**. This is the **calendar icon** in the navigation pane.

6. On the **Review Time** screen, use the filter options to narrow the results for your Team's Time Report.
   - **Date**: Defaults to today's date.
   - **Review my direct reports only:** Selected by default.
   - **Show:** Defaults to **All Workers.** Select **Workers with Hours to Approve** or **Workers with Unsubmitted Hours** to narrow the report's results.
   - **Period Schedule (optional)**: Allows you to refine the type of schedules you would like to review (**Biweekly Staff**, **Monthly Period Schedule**, or **Student**).

7. Select **OK.**

8. The **Review Time** report will display **Worker Name** with details for **Submitted Time**, **No Time Entered**, **Unsubmitted Time**, and **Alerts**.

9. To review a specific employee's time, select their **name**.

10. As you review employees' time, you have additional options:

   - If an employee needs to make a revision, select their name, and select **Send Back.** Enter a reason in the **Comments field** and select **OK**. The event will be sent to the team member to modify.
   - Select **Enter Time for Worker** to enter time for an employee.
   - Select **Approve** if you want to approve time for that employee.
   - To approve time for multiple employees at once: on the **Review Time** Screen, select the checkbox at the top of the column to select all workers, or select each worker whose time you want to approve.
      - **Note:** batch approval should only be used after managers have individually reviewed each employee's time entry. It should not be used as a default practice to approve all entries at once without proper review.

11. Once you **Approve** a worker's time and see the confirmation message, it has been sent to Payroll for processing.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.