Supervisor for hourly staff: How to Review and Approve Timecards

This guide is intended for supervisors who are responsible for reviewing and approving timecards for hourly staff.

1. Select the Time and Absence application under Your Top Apps, View All Apps or from the Menu icon on the Workday home page.

2. Select Review Time and Approvals under Tasks.

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

All Employee hours must be submitted for managers to be able to approve. If you have unsubmitted hours, please contact the employee(s) immediately.
4. The **Review Time** screen will display. Make sure the **Date** is a day within the pay period you are approving hours, such as the last day of the pay period. Click on **OK**.

5. From the **Review Time** screen you will see how many employees have submitted time, no time entered, unsubmitted time and workers with alerts. To view worker timecards click on the **Worker Name** and you will be able to view their hours for each week, the period totals, and all their in and out punches.
6. You can Approve from each timecard or do a group approval by going back to Review Time, select the workers and click on Approve.

7. You will get confirmation that you have approved workers for the pay period. Click on Time Approved to see the detail – Worker Name, Job Title & Hours Breakdown.
Approving Time Off Requests for Hourly Staff

1. Time Off (Absence) Requests will be under Awaiting Your Action on your Workday dashboard and in your Workday inbox.

2. Select the Time Off Request from either your dashboard or your inbox.

3. The details of the time off request will display i.e. dates, type and hours. You will have the option to Approve, Send Back or Deny the time off request.
4. You can view the employees balances from here to ensure their balance will cover the hours requested. *Note: the balance is as of the current date.*

5. When you **Approve** the time off request the **Success! Event approved** message will display and you can **View Details**.
6. If you **Deny** the time off request, you will need to enter a **Reason** and select **Submit**.

7. The employee will receive a notification showing the request was denied with the reason.
8. If you **Send Back** the time off request you will enter the employees name in **To** and the **Reason** then select **Submit**.

![Send Back](image)

9. Your employee will get the time off request back in their inbox to edit and **Submit**.

![Absence Requests](image)
10. Once your employee makes changes to their time off request, the time off request will be sent back to your inbox to Approve.

Note: as a supervisor, you can enter an absence or correct an absence for an employee, however the preferred method is to have the employee request and correct all absences.

- Select Review Time and Approvals.

- Select Enter Absence or Correct Absence. Enter the employees name and do the same tasks as you would for requesting time off or correcting time for yourself.

Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356