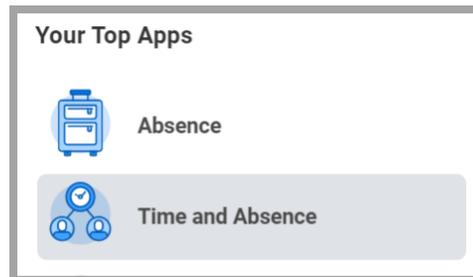


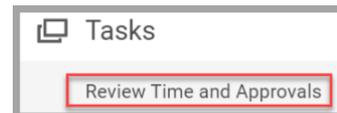
Supervisor for hourly staff: How to Review and Approve Timecards

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.



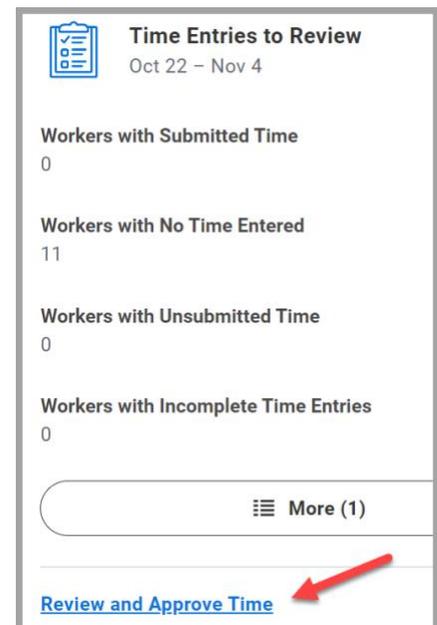
2. Select **Review Time and Approvals** under **Tasks**.



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.

Review Time 016
101

Oct 9 - 22, 2022

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

2 All Workers | 2 Workers with Submitted Time | 0 Workers with No Time Entered | 0 Workers with Unsubmitted Time | 1 Workers with Alerts | 0 Workers with Incomplete Time Entries

Time Period Summary 2 Items | All 2 selected

Worker Name	Totals			Breakdown				Scheduled Weekly Hours
	Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Missed Meal Period Penalty	Paid Time Off	
<input checked="" type="checkbox"/> Name & ID	0	81.5	0	72	1.5	1	8	40
<input checked="" type="checkbox"/> Name & ID	0	63.9	16	63.3	0.6	0	16	40

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**.

Date Range Oct 9 – 22, 2022

Job Title [Accounts Payable Specialist](#)

[View Absence Balances](#)

Week 1

Sunday	0
Monday	8
Tuesday	8
Wednesday	8
Thursday	8
Friday	8
Saturday	0
TOTAL	40

[Approve](#) [Enter Time for Worker](#)

Review Time 10/9/2022

Oct 9 – 22, 2022

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

> **Search Criteria**

NOTE: You can't approve unsubmitted hours.

2
All Workers

Time Period Summary 2 items

<input type="checkbox"/>	Worker Name
<input checked="" type="checkbox"/>	Name & ID
<input checked="" type="checkbox"/>	Name & ID

[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.

You have approved time for 2 worker(s): 10/09/2022 - 10/22/2022

Do Another [Review Time](#) **Related Links** [Enter Time for Worker](#)

Time Not Approved

0 items

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours
No items available.			

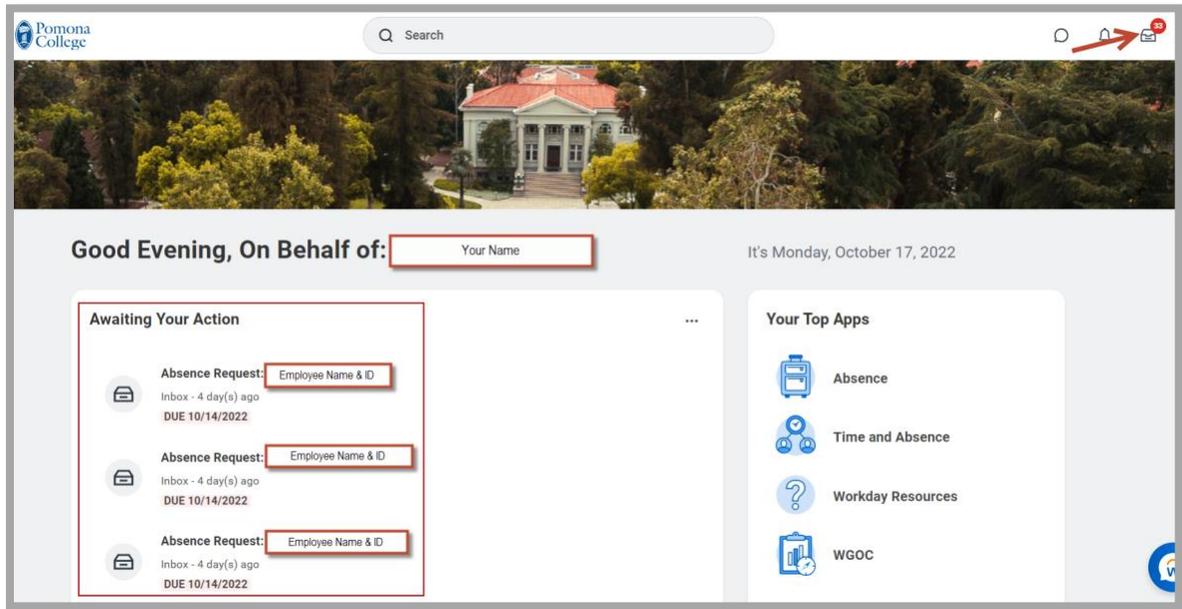
Time Approved

2 items

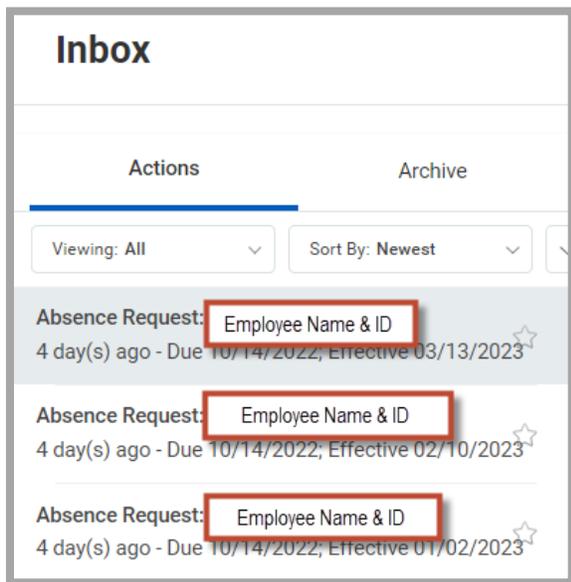
Worker Name	Job Title	Approved Hours	Hours Breakdown	
			Regular	Overtime
Name & ID	Accounts Payable Specialist	81.5	72	1.5
Name & ID	Accounting Clerk II - Disbursing Clerk	79.9	63.3	0.6

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.

Review Absence Request: [Redacted] [More]

4 day(s) ago - Due 10/14/2022; Effective 03/13/2023

For [Redacted]

Overall Process Absence Request: [Redacted]

Overall Status In Progress

Details to Review

First Day of Time Off 03/13/2023

Last Day of Time Off 03/15/2023

Total 24 hours - Vacation

Request Details 3 Items

Date	Day of the Week	Type	Position	Requested	Unit of Time
03/13/2023	Monday	Vacation	Director, Financial Planning & Analysis	8	Hours
03/14/2023	Tuesday	Vacation	Director, Financial Planning & Analysis	8	Hours
03/15/2023	Wednesday	Vacation	Director, Financial Planning & Analysis	8	Hours

[View Balances](#)

[Approve](#) [Send Back](#) [Deny](#) [Cancel](#)

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.*

Time Off Balance as of Current Date

Balances Tracked in Hours 4 Items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
COVID Sick	Hours	0	0	0	0	0	0	0	0	0	10/01/2022 - 10/31/2022 (Monthly (Absence))	
Personal	Hours	24	0	0	24	0	0	0	24	24	10/01/2022 - 10/31/2022 (Monthly (Absence))	
Sick	Hours	120	24	0	144	0	0	0	144	144	10/01/2022 - 10/31/2022 (Monthly (Absence))	
Vacation	Hours	264	0	0	264	0	0	0	264	264	10/01/2022 - 10/31/2022 (Monthly (Absence))	
									Total:	432	432	

5. When you **Approve** the time off request the **Success! Event approved** message will display and you can **View Details**.

Success! Event approved

[View Details](#)

6. If you **Deny** the time off request, you will need to enter a **Reason** and select **Submit**.

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

7. The employee will receive a notification showing the request was denied with the reason.

Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

Absence Request: [Redacted]

Your time off request has been denied. 36 second(s) ago

Absence Request: [Redacted]

36 second(s) ago

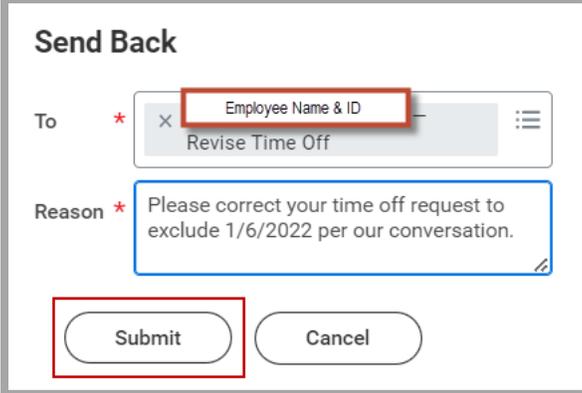
Your request was denied with the below comment.

[Redacted] on behalf of [Redacted] I cannot approve your time off request at this time.

Personal 02/10/2023

[Details](#) [Absence Request](#) [Redacted]

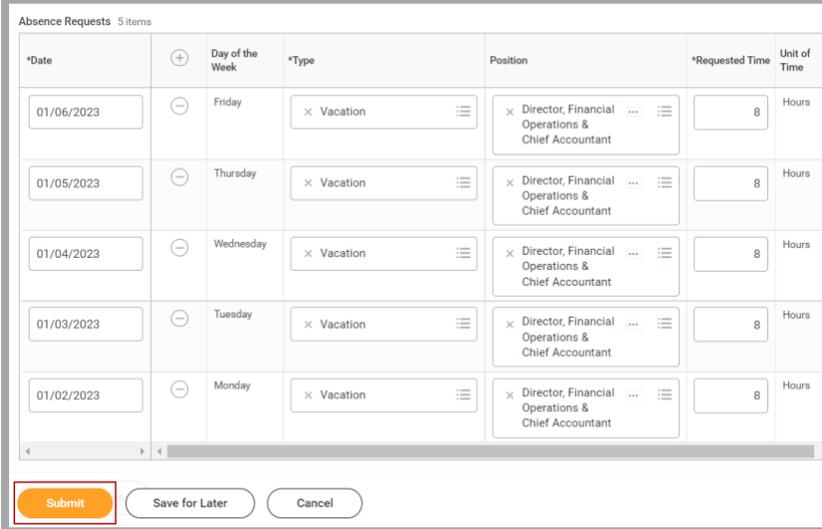
8. If you **Send Back** the time off request you will enter the employees name in **To** and the **Reason** then select **Submit**.



The 'Send Back' dialog box contains the following elements:

- To ***: A dropdown menu with 'Employee Name & ID' selected and 'Revise Time Off' as an option.
- Reason ***: A text area containing the message: 'Please correct your time off request to exclude 1/6/2022 per our conversation.'
- Submit**: A button highlighted with a red border.
- Cancel**: A button.

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



The 'Absence Requests' table displays 5 items with the following data:

*Date	Day of the Week	*Type	Position	*Requested Time	Unit of Time
01/06/2023	Friday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/05/2023	Thursday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/04/2023	Wednesday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/03/2023	Tuesday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/02/2023	Monday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours

At the bottom of the table are three buttons: **Submit** (highlighted with a red border), **Save for Later**, and **Cancel**.

10. Once your employee makes changes to their time off request, the time off request will be sent back to your inbox to **Approve**.

For [Redacted]

Overall Process Absence Request [Redacted]

Overall Status In Progress

Details to Review

First Day of Time Off 01/02/2023

Last Day of Time Off 01/05/2023

Total 32 hours - Vacation

Request Details 4 items

Date	Day of the Week	Type	Position	Requested	Unit of
01/02/2023	Monday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/03/2023	Tuesday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/04/2023	Wednesday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours
01/05/2023	Thursday	Vacation	Director, Financial Operations & Chief Accountant	8	Hours

Approve Send Back Deny Cancel

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**.

Tasks

- Review Time and Approvals
- Time Off & Leave Calendar
- Enter Absence
- Correct My Absence
- Place Worker on Leave

- 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.

Absence

- Enter Absence
- Correct Absence
- Place Worker on Leave

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