HOW DO I Approve Time Entry for an Individual.	ABOUT THIS TASK: Describes how to approve an
	individual's time entry.
AUDIENCE: Managers and Timekeepers who	DETAILED JOB AID:
approve hourly timesheets for Staff and Students.	https://blogs.ubc.ca/ubcworkdayjobaids/archives/7175
approve nourly timesneets for Stan and Students.	

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday's home page, *click* **Go to Inbox**.



Expense Report: EXP-0000003336, Archie Foutz on 29-Oct-2020 for \$0.56 31 minute(s) ago - Effective 2020-10-29

Expense Report: EXP-0000003329, Archie Foutz on 29-Oct-2020 for \$200.00 52 minute(s) ago - Effective 2020-10-29

Review Receipt Match Exceptions: Supplier Invoice: SI-0000001080 1 hour(s) ago - Due 2020-10-31



2. Under **Actions**, *click* the **time entry** submitted by the employee.

Time Entry: Hello Gaetano (On Leave) - 7 hours from 16-Oct-2020 to 31-Oct-2020

Actions	Archive
Viewing: Time Tra 🗸	Sort By: Newest 🛛 🗸

3. *Review* the **time entry.**

Time Entry Approval

Time Entry: Rafael La Bonacci (On Leave) - 6 hours from 1-Nov-2020 to 8-Nov-2020 (Antonio

13 hour(s) ago - Effective 2020-11-07 Regular Overtime Hourly Premiums Banked Overtime Time in Lieu Total Hours 12 0 0 0 12

4. Click Approve.

TIP: You have the option to Approve, Send Back, and Deny the request. For more information on approval options, refer to <u>HR116-02 Tasks:</u> <u>Approval.</u> Approve Send Back Deny Close