Approving a Monthly Confirmation Report

For time approvers who approve monthly confirmation reports

Quick Reference Guide

Approving a Monthly Confirmation Report:

1. Access your Inbox from the cloud icon in Workday.

2. Click on the specific time off request from the Actions column.

Keep in mind

- If you are an approver, you have the authority and responsibility to review and approve Monthly Confirmation Reports for any monthly-paid employees assigned to you.
- Monthly Confirmation Reports should be approved in chronological order. For instance, if September’s report for a worker is not approved, you should reach out to the worker as a reminder to submit the report prior to submission for the next month’s report.
- Workday will not prevent the submission of future reports.

Information needed

- CNET ID
- Password
- Workday website
3. Click **Approve, Send Back,** or **Deny** from the main window.

### Review Time Off Request Han Solo

**Details to Review**

1 item

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
<th>Requested</th>
<th>Unit of Time</th>
<th>Reason</th>
<th>Errors &amp; Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2018</td>
<td>Wednesday</td>
<td>Monthly Time Off Confirmation</td>
<td>1 Hours</td>
<td>Hours</td>
<td>Select this to confirm all time off requests have been submitted for this month.</td>
<td></td>
</tr>
</tbody>
</table>

**View Balances**

**Previous Time Off Requests**

![Comment field and action buttons: Approve, Send Back, Deny, Cancel]