Steps for Approving Time:

1. When a worker submits their entered time, a task will appear in your Inbox. To check the task, click on the cloud icon in the upper right hand corner of the Workday homepage and click on Inbox. Tasks typically appear with an orange badge icon indicating the number of new tasks housed in the Inbox.

2. The Inbox will now display. Click on the tasks listed in the Action column. Tasks that indicate time that needs to be approved will typically read: ”Time Entry: Worker Name” along with the hours and time period that is needing approval.

Keep in mind

- If further corrections are needed from the worker, you can send the submitted entry back to the worker or even deny the time entry.
- The Send Back option should only be used for timesheet workers. All other workers will not have the ability to correct their time once submitted.
  - This option will not restrict the time from being paid whether or not the corrections are made.
- The Deny option will prevent the time from being paid.

Information needed

- CNET ID
- Password
- Worker name
3. After clicking the task you choose to view, the task will display in the main window. A chart displaying the entries to approve including the specific “in” and “out” times, holiday, or scheduled time will display.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Time Block Reported Quantity</th>
<th>Units</th>
<th>In</th>
<th>Out</th>
<th>Out Reason</th>
<th>Comment</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, 1/15</td>
<td>University Holiday 100%</td>
<td>7.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue, 1/16</td>
<td>Regular 100%, Regular Day Shift, and T-Lunch</td>
<td>-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue, 1/16</td>
<td>Worked Time</td>
<td>8</td>
<td>Hours</td>
<td>08:00 AM</td>
<td>04:00 PM</td>
<td>Out</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Click the Green **Approve** button to approve the entered time.

5. A confirmation page will display showing the entered time has been approved. Click **Done** to complete the process.