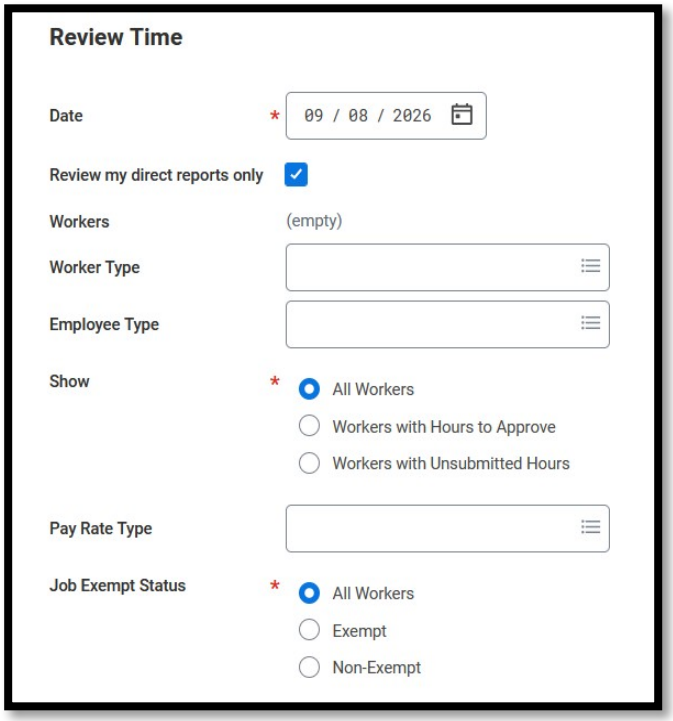
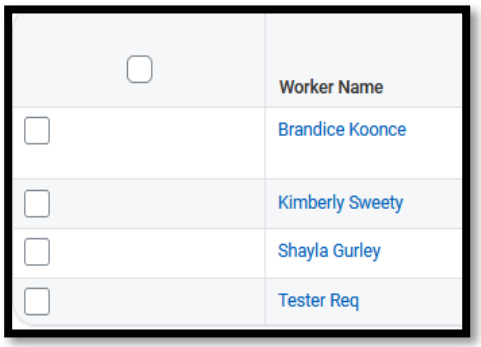
Workday: Reviewing and Approving Time

Document Information

Department: Office of Human Resources | HR Training Template No.:
Effective Date: 5/8/2025 | Revision(s): V1
Subject: Reviewing and Approving Time
Purpose: This job aid will provide managers with steps to review and approve their direct reports' time entries.
Related References:

Review and Approve Time

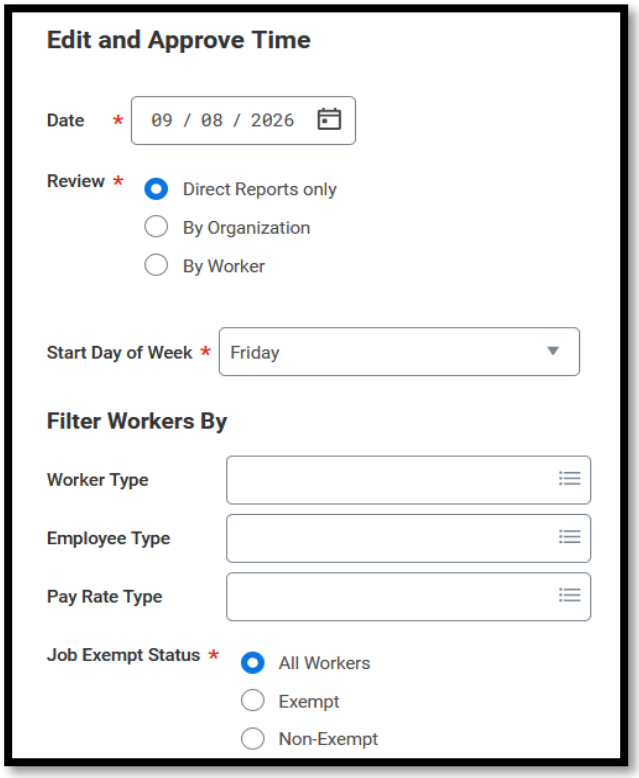
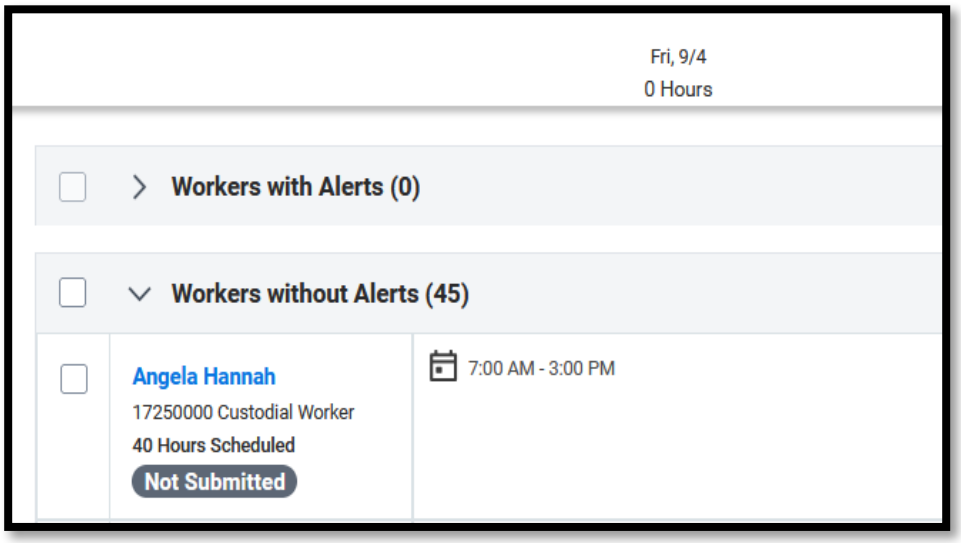
Step	Actions
1.	From the Workday homepage, click **Team** and select **Time and Absence**.
2.	Select the **Review and Approve Time** tab.

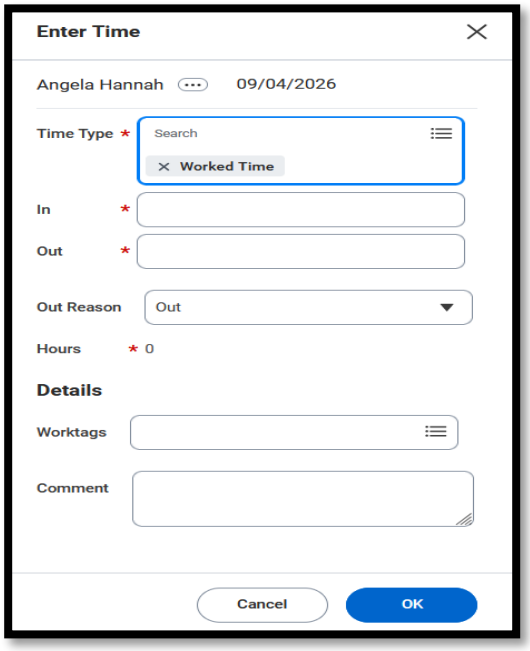
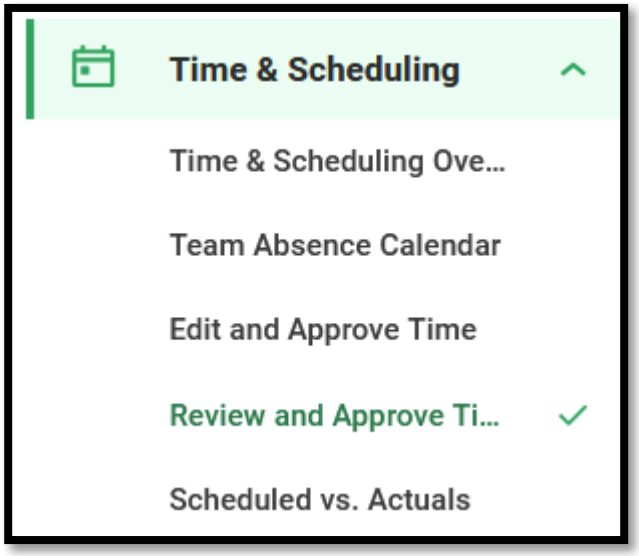
Step	Actions
3.	Enter applicable **criteria** for the workers whose time you want to review.  At the bottom of the screen, click **OK**.
4.	The next screen will show your Direct Reports and allow managers to review reported hours and unsubmitted time. 
5.	Check the **box** next to each worker whose time you wish to approve.

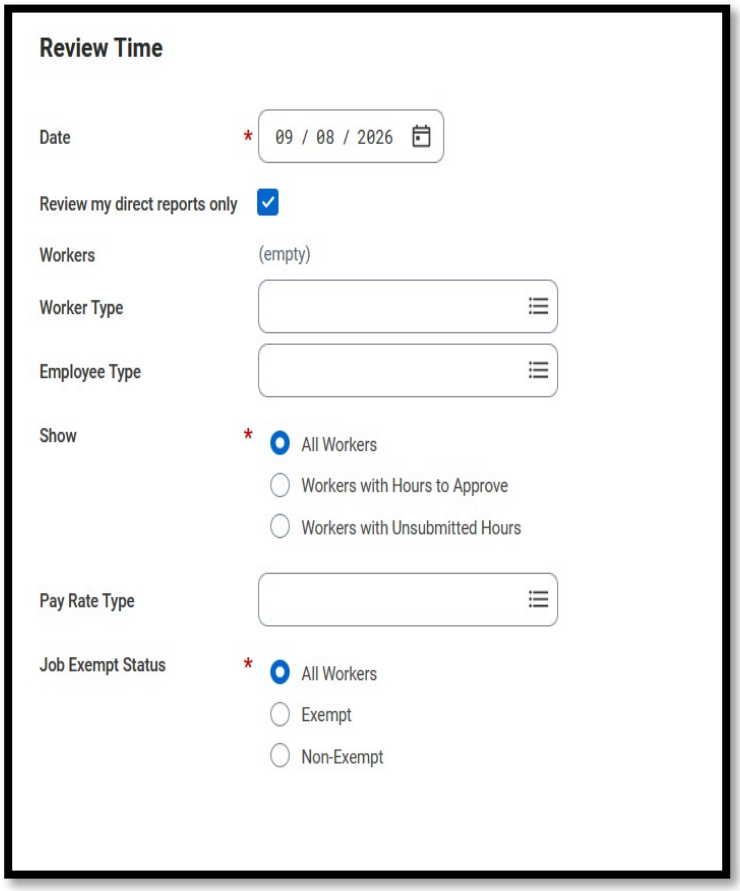
Step	Actions
	Alternatively, select the top **Checkbox** to select all workers.
6.	Select **Approve**.

Edit and Approve Time

Step	Actions
1.	From the Workday homepage, click **Team** and select **Time and Absence**.
2.	Select the **Edit and Approve Time** tab.
3.	Enter applicable **criteria** for the workers whose time you want to edit and approve.

Step	Actions
	
4.	The next screen will provide a time approval summary for each direct report. You can scroll down to review alerts for each direct report and make necessary edits to submitted hours or submit hours on behalf of your direct reports if needed.
5.	If you need to submit hours worked, scroll down and hover over the selected time block by date and click on the box.  The box below will appear, and you can report in and out times. Select **OK**.

Step	Actions
	 Scroll down to the bottom and select **Submit**.
6.	Next, click **Review and Approve Time** under **Time & Scheduling**. 
7.	Enter applicable **criteria** for the workers whose time you want to review and approve.

Step	Actions
	 At the bottom of the screen, click OK.
8.	On the next screen, click the box for the employee you recently entered hours for, then select **Approve** at the bottom of the screen.

Please reach out to workday@famu.edu for additional information.