

Workday: Reviewing and Approving Time

Document Information

Department: Office of Human Resources | HR Training Template No.:

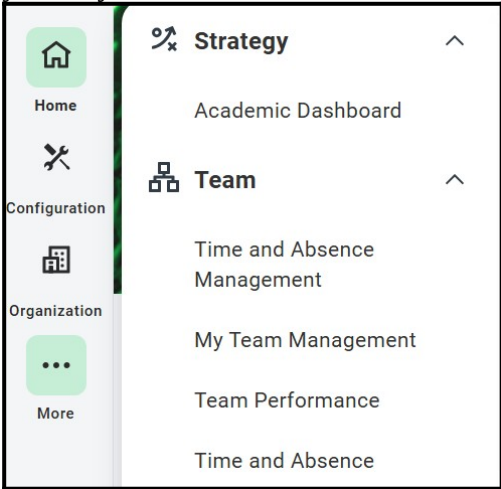
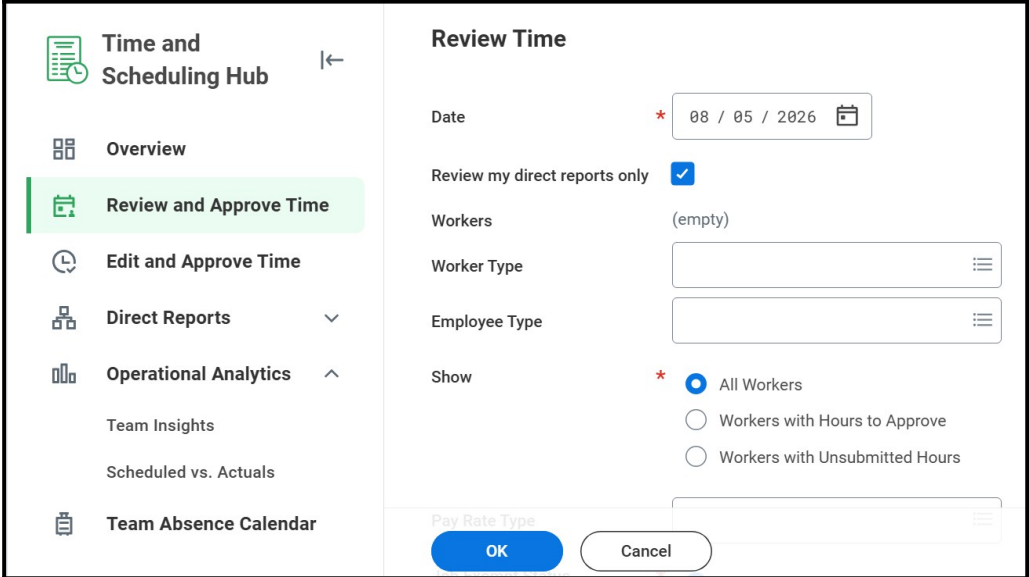
Effective Date: 8/5/2026 | Revision(s): FINAL

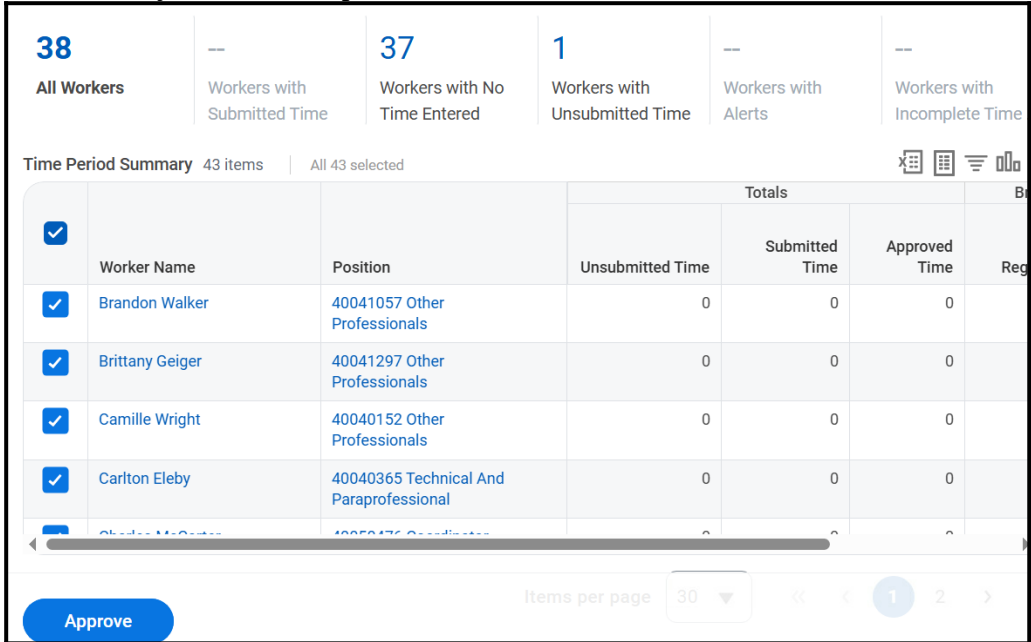
Subject: Reviewing and Approving Time

Purpose: Guides managers through how to review and approve their direct reports' time entries.

Related References:

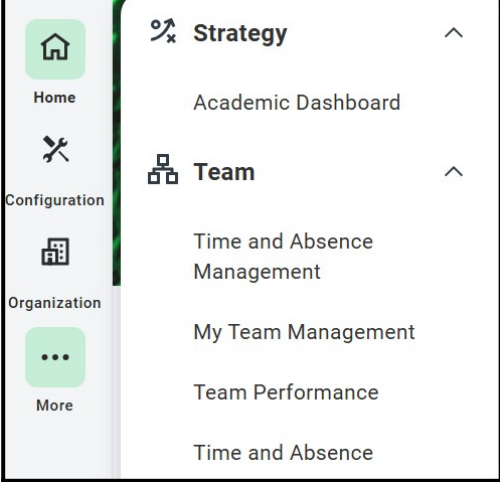
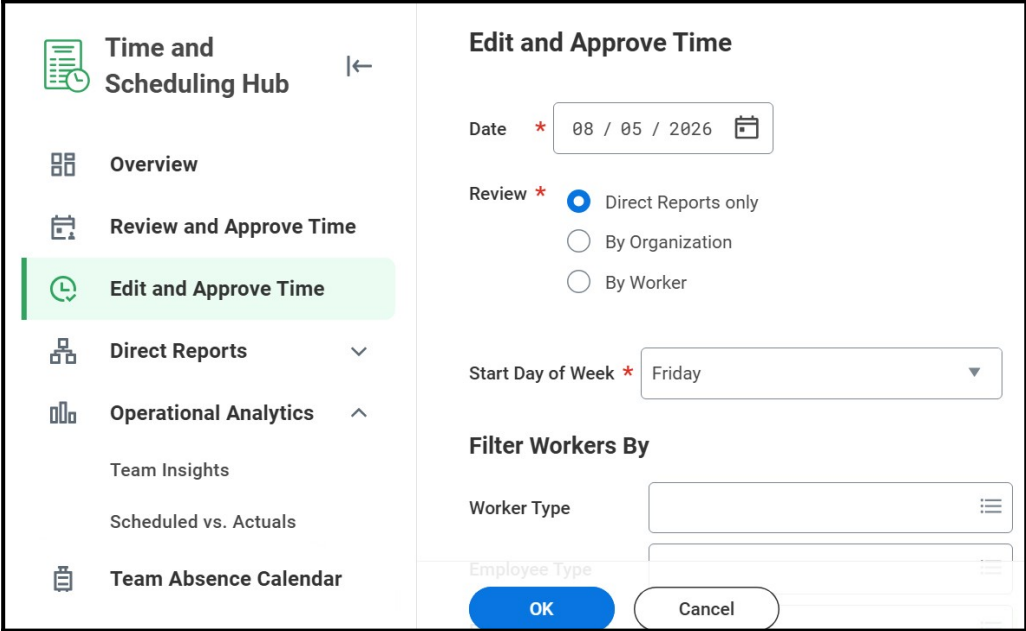
Review and Approve Time

Step	Actions
1.	Navigate to the Time and Absence application from the Apps Menu. Note that you may have to select More to see the available Team-related apps. 
2.	Select the Review and Approve Time tab. 
3.	Enter applicable criteria for the workers' whose time you want to review.

Step	Actions
	Select OK .
4.	Review the time Totals against scheduled weekly hours.
5.	Check the box next to each worker whose time you wish to approve. Alternatively, select the top Checkbox to select all workers.  The screenshot shows a user interface for reviewing time entries. At the top, there are six summary boxes: '38 All Workers', 'Workers with Submitted Time', '37 Workers with No Time Entered', '1 Workers with Unsubmitted Time', 'Workers with Alerts', and 'Workers with Incomplete Time'. Below these is a 'Time Period Summary' section showing '43 items' and 'All 43 selected'. A table lists workers with checkboxes, names, positions, and time totals. The table has columns for 'Worker Name', 'Position', 'Unsubmitted Time', 'Submitted Time', 'Approved Time', and 'Reg'. The workers listed are Brandon Walker, Brittany Geiger, Camille Wright, Carlton Eleby, and Charles McGee. At the bottom, there is an 'Approve' button and a pagination control showing 'Items per page 30' and page numbers '1' and '2'.
6.	Select Approve .

Edit and Approve Time

Step	Actions
1.	Navigate to the Time and Absence application from the Apps Menu. Note that you may have to select More to see the available Team-related apps.

Step	Actions
	 The screenshot shows a sidebar menu with the following items: Home (Home icon) Configuration (Wrench icon) Organization (Building icon) More (Three dots icon) Strategy (Strategy icon) - Academic Dashboard Team (Team icon) - Time and Absence Management - My Team Management - Team Performance - Time and Absence
2.	Select the Edit and Approve Time tab.  The screenshot shows the 'Edit and Approve Time' interface with the following elements: Time and Scheduling Hub (Left sidebar): - Overview - Review and Approve Time Edit and Approve Time (Selected) - Direct Reports - Operational Analytics - Team Insights - Scheduled vs. Actuals - Team Absence Calendar Edit and Approve Time (Main content area): Date *: 08 / 05 / 2026 Review *: ☒ Direct Reports only ☐ By Organization ☐ By Worker Start Day of Week *: Friday Filter Workers By: - Worker Type: [Dropdown] - Employee Type: [Dropdown] Buttons: OK, Cancel
3.	Enter applicable criteria for workers' whose time you want to edit, including the Start Day of Week, which is required.
4.	Review all workers with Alerts. Select a worker to view the details of their Alert. Make corrections as necessary.

Step	Actions
	Time Approval Summary 46 Total Workers 21 Workers with Alerts 25 Workers without Alerts 0 Workers with Approved Time Entries Today < > Jul 31 – Aug 6, 2026 ▼ Fri, 7/31 8 Hours ☐ Workers with Alerts (21) ☐ Charles McCarter 40050476 Coordinator, Acade... 40 Hours Scheduled 1 Error Not Submitted 8:00 AM - 5:00 PM (Meals: 12:00 PM - 1:00 PM) ☐ Giannis Antetokounmpo 21061000 University School In... 40 Hours Scheduled 8:00 AM - 5:00 PM (Meals: 12:00 PM - 1:00 PM)
5.	Once corrections have been made, check the box next to the worker's name and select Approve .

Please reach out to workday@fam.u.edu for additional information.