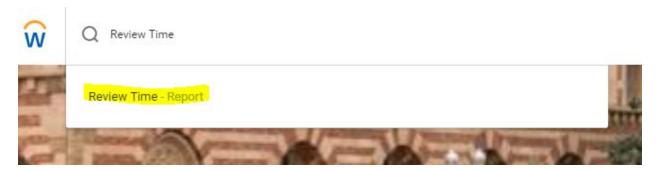
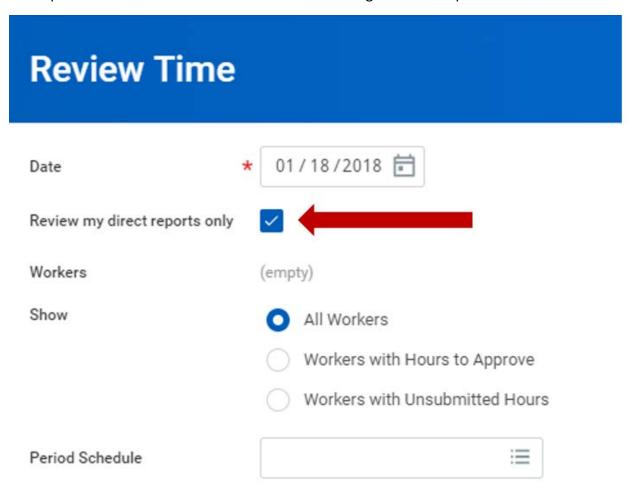
Workday Review Time Report for Time Tracking

The Review Time Report in Workday can be used to facilitate the approval process by allowing managers to review, edit, and approve time all from one report. This process is what was known as Mass Approvals in our previous time keeping systems.

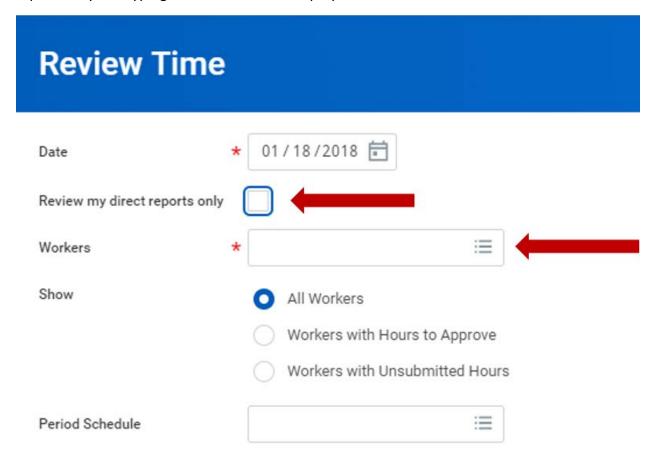
Review Time can be accessed from the search bar in Workday by typing in "Review Time".



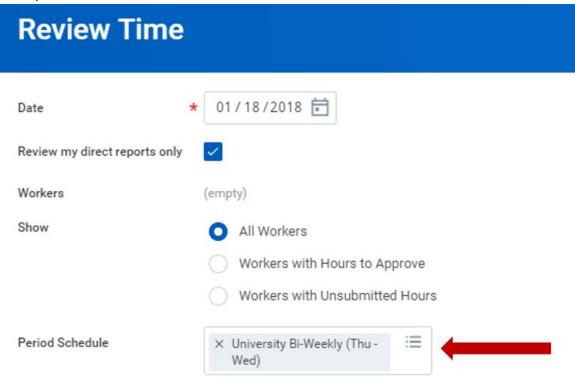
The report is defaulted to review time for all of a manager's direct reports.



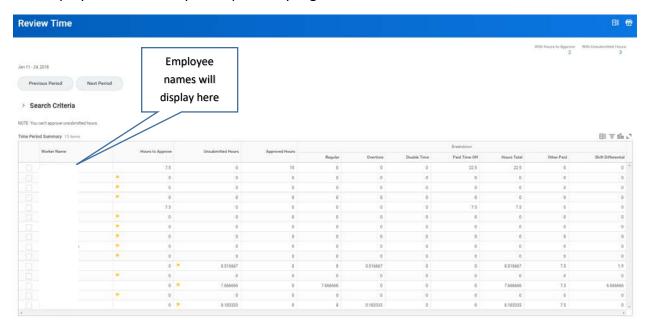
A manager has the ability to review a single employee as well by deselecting "Review my direct reports only and typing in the name of an employee.



The Period Schedule of University Bi-weekly (Thu – Wed) must also be selected in order to view the report.



Once all of the required criteria is entered, the following report will be available with a list of the employees that are in your supervisory org



The report will display the following fields:

- Worker Name
- Hours to Approve
- Unsubmitted Hours
- Approved Hours
- Breakdown

Regular

Overtime

Double Time

Paid Time Off – Vacation, sick, winter recess, Jury Duty, and bereavement

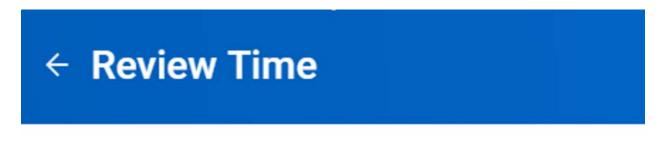
Hours Total

Other Paid – Holiday, other paid – not considered toward the calculation of

overtime

Shift Differential

Managers have to ability to view the previous period and the next period.



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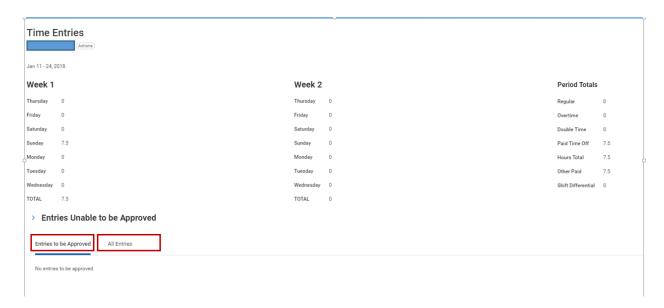
Previous Period

Next Period

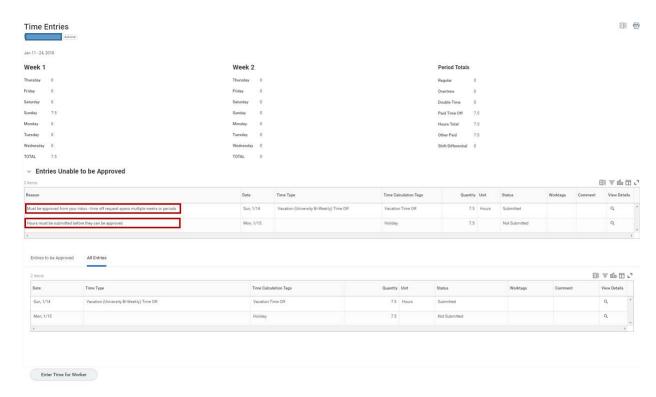


By clicking on any employee's name, the following time entry summary page will be displayed. It will summarize the two weeks of the biweekly pay period and break it down by time entry.

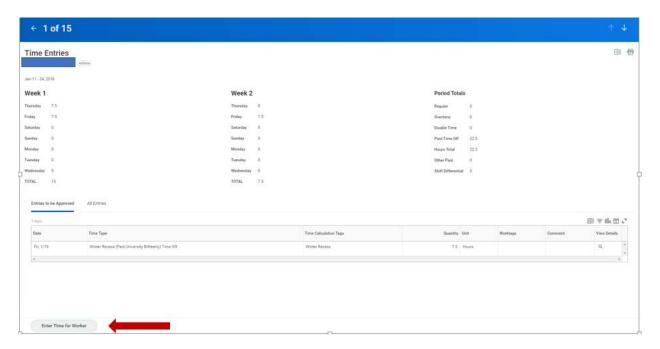
The report will be broken down into two summarized sections: **Entries Unable to be Approved** and **Entries to be Approved**. **Entries to be Approved** also includes **All Entries**, which displays Paid Time Off and Other Paid Hours.



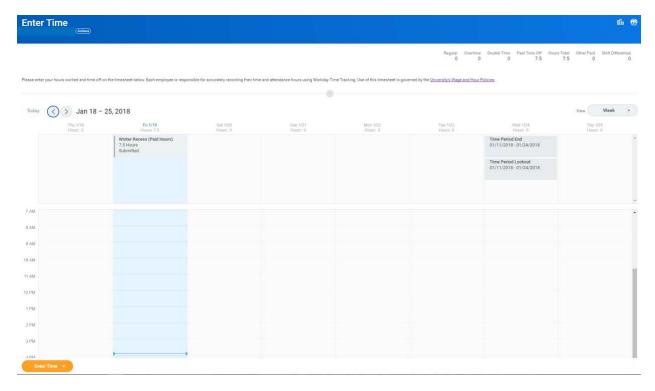
The employee biweekly period summary will also provide the reasons why a time entry may not be approved from the Review Time Report.



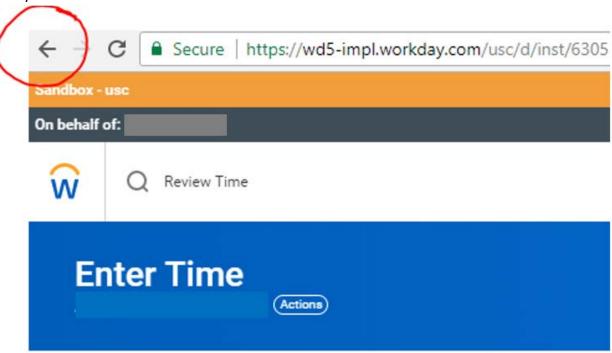
The manager has access to edit the worker's timesheet by selecting the "Enter Time for Worker" button at the bottom left hand corner.



The **Enter Time for Worker** button will take you to the employee's time entry. A worker's time can be edited, deleted, or added here. If you are the manager and select the submit button, you will automatically approve the time entry. You will no longer see the employee's time under "Unsubmitted" or "Hours to Approve", it will have moved the hours to "Approved Hours" status.



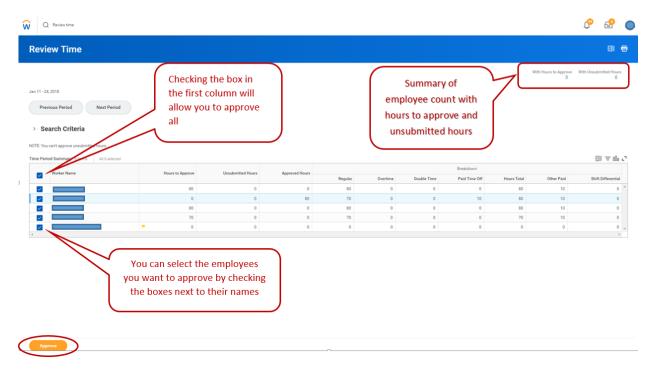
You can select the browser's "back arrow" to return to the Review Time Report from the time entry screen.



Please enter your hours worked and time off on the timesheet below. Each emplo

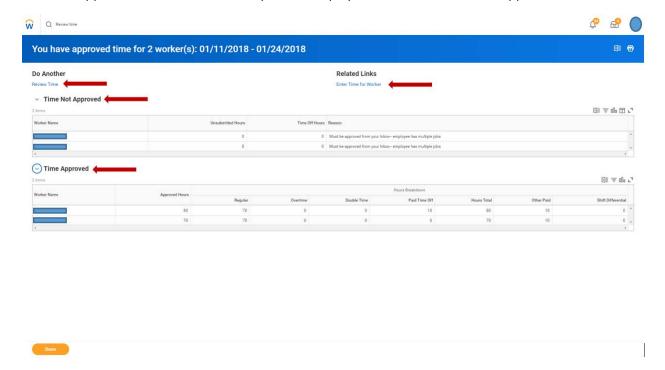


Thu 1/18 Hours: 0 Fri 1/19 Hours: 7.5 Once the edits are complete, all time sheets can be selected for approval or individual employee timesheets can be selected for approval. Once the selection process is complete, click on the approve button at the bottom left hand corner of the screen.

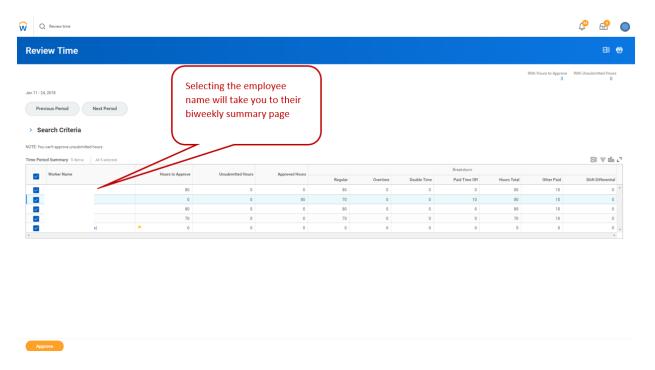


Once you select approve, a confirmation page will display with actions taken. Links to **Review Time Report** and **Enter Time for Worker** are available.

Time not approved with the reasons why will be displayed above the list of time approved.



Selecting an employee's name will allow you to view their biweekly summary, approve, deny or send back the timesheet.



Once you have selected to approved the timesheet, a confirmation message will display.

