
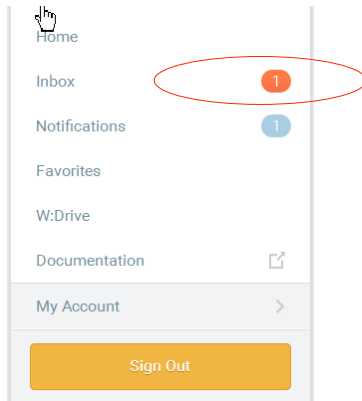
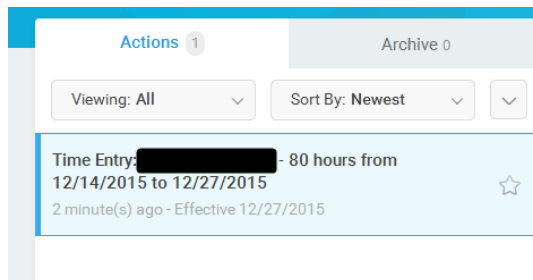


To approve timesheets

1. Log into Workday and click on your Inbox in the upper right corner. 
2. Select Inbox from the dropdown menu.



Timesheet approvals will display by employee within the Actions tab on the left side of your screen. Click on the Action item to display the timesheet to the right side of your screen.



Entries to approve will display by date, type and hours. Total hours will display at the top of the screen. If an employee revises and resubmits their timesheet, the updated entries will display in this top section.

Hours Worked
64

Worker [redacted]

Daily Totals 10 items

Date	Type
Mon, 12/14	Hours Worked
Tue, 12/15	Hours Worked
Wed, 12/16	Hours Worked
Thu, 12/17	Hours Worked
Fri, 12/18	Hours Worked
Mon, 12/21	Hours Worked
Tue, 12/22	Hours Worked
Wed, 12/23	Hours Worked
Thu, 12/24	Holiday
Fri, 12/25	Holiday

Entries to Approve

3. Scroll down to see all entries for the pay period. Selecting the Related Actions button next to "Details" will provide additional information and history of each timesheet entry.

Block Reported Quantity Units In Out Out Reason Comment Details

Time Block **4 Hours on 12/14/2015**

Worker [Redacted]

Date 12/14/2015

Status Submitted

Reported Calculated History

Reported Quantity 4 Hours

Time Entry Code Hours Worked

In 12/14/2015 08:00 AM Eastern Time (New York)

Out 12/14/2015 12:00 PM Eastern Time (New York)

Out Reason Out

Source User Entered

Comment (empty)

At the bottom of the screen you can either approve the timesheet, send it back to the employee or close out of the entry for later review/approval.

enter your comment

View Comments (1)

Approve Send Back Close

Approved timesheets will be indicated by a green check mark.

4. Select Done to close the screen.

Success! Event approved
12/27/2015
2 day(s) ago - Effective 12/27/2015

Process Successfully Completed

Details and Process


Done

You will see that there are two entries for each timeblock.

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason
Mon, 12/14	Hours Worked	0	Hours	08:00 AM	12:00 PM	Out
Mon, 12/14	Hours Worked	4	Hours	08:00 AM	12:00 PM	Out

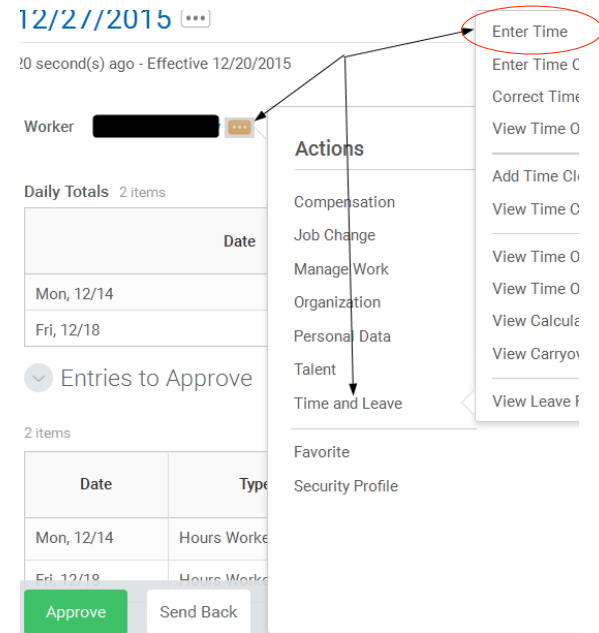
When you send back a timesheet you must include a reason before clicking on "Submit". The employee will receive an email notification with your comments.

Reason *



Note: Please direct changes to Payroll (payroll@vassar.edu) after the noon deadline for approvals. All timesheets must be approved and submitted by 1:00pm on the Monday after the end of the pay period.

Editing an Employee's Timesheet: If you would like to edit the employee's timesheet, hover over the Related Actions button next to the employee's name beside the Worker label. The Worker label is under the first line of summary information in the Time Enter Approval report. Hover over Time and Leave and then click on Enter Time.



The screenshot shows a worker's timesheet for the week of 12/20/2015. A dropdown menu is open next to the worker's name, with 'Enter Time' circled in red. The menu includes options like 'Enter Time C', 'Correct Time', 'View Time O', 'Add Time Cl', 'View Time C', 'View Time O', 'View Time O', 'View Calcul', 'View Carryo', and 'View Leave f'. Below the menu, there are sections for 'Daily Totals' and 'Entries to Approve'.

5. Enter the date for the week that you would like to view and/or edit. Select OK.

Worker *

Date *

This takes you to the weekly view of the employee's timesheet.

	Mon 12/14 Hours: 8	Tue 12/15 Hours: 8	Wed 12/16 Hours: 8	Thu 12/17 Hours: 8	Fri 12/18 Hours: 8
	Time Period Lockout 11/30/2015 - 12/13/2015				Pay date 11/30/2015 - 12/13/2015
7 AM					
8 AM	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Submitted	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved
9 AM					
10 AM					
11 AM					
12 PM					
1 PM	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Submitted
2 PM					
3 PM					
4 PM					
5 PM					

6. Click on the timeblock that you would like to edit (08:00 AM to 12:00 PM in this example). Click on the Time Type menu to see the options (e.g., Sick, Vacation, Holiday).

7. Once your updates have been made, select OK.

Enter Time 12/14/2015

Status Submitted

Time Type * X Hours Worked ☰

In * 08:00 AM

Out * 12:00 PM

Out Reason * Out

Hours 4

Details

Cost Center ☰

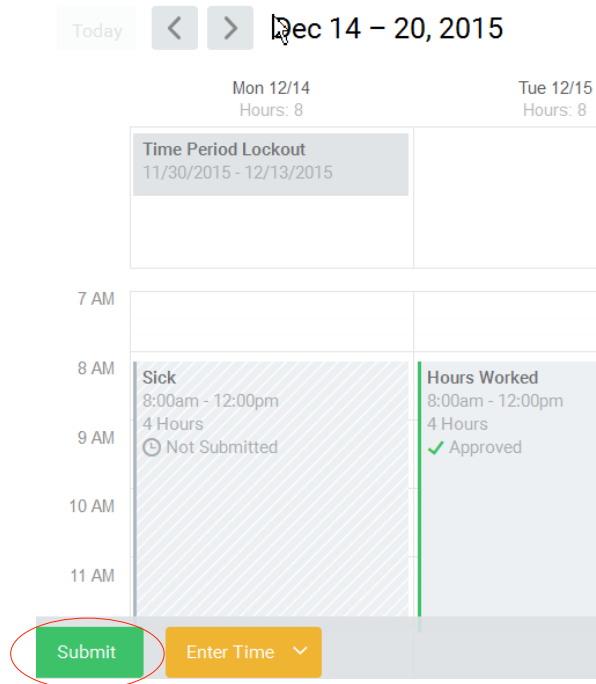
Time Tracking Worktag ☰

Comment

View Details

OK Delete Cancel

When a timesheet has been edited, the Submit button will reappear. Click this button to approve the timesheet.



The screenshot shows a timesheet interface for the period Dec 14 – 20, 2015. At the top, there are navigation buttons for 'Today', left and right arrows, and the date range. Below this, the days 'Mon 12/14' and 'Tue 12/15' are shown, each with 'Hours: 8'. A 'Time Period Lockout' box indicates the period from 11/30/2015 to 12/13/2015. The main grid shows time slots from 7 AM to 11 AM. For the 8 AM slot on Monday, the status is 'Sick' (8:00am - 12:00pm, 4 Hours) with a 'Not Submitted' icon. For the 8 AM slot on Tuesday, the status is 'Hours Worked' (8:00am - 12:00pm, 4 Hours) with an 'Approved' icon. At the bottom, there are two buttons: 'Submit' (circled in red) and 'Enter Time' with a dropdown arrow.

Submitting a timesheet on the employee's behalf will act as your approval and eliminates the need to return to your Inbox for this employee.