Approve Time

Step 1
Log into Workday

Step 2
Go to your Inbox.
- Go to your name in the upper right hand corner of your home screen, and select Inbox

Step 3
- Look for the task that says Time Entry for the person(s) on your team that you need to approve (this is listed in the left hand pane of your Inbox)
- Review the time entered for that person or those persons

Step 4
Click the green Approve button for the time entered that you are approving.
Click the Send Back button for any time entered that needs to be changed, you can use comments box.