



Approve Time

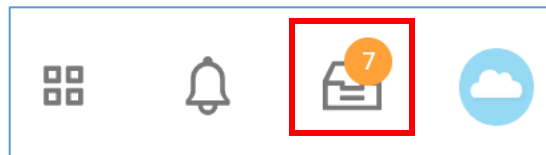
The following describes the process of approving time for workers. This process is for Managers and Timekeepers.

NOTE: Time approvals are due by 7:00 p.m. on the Monday prior to pay day.

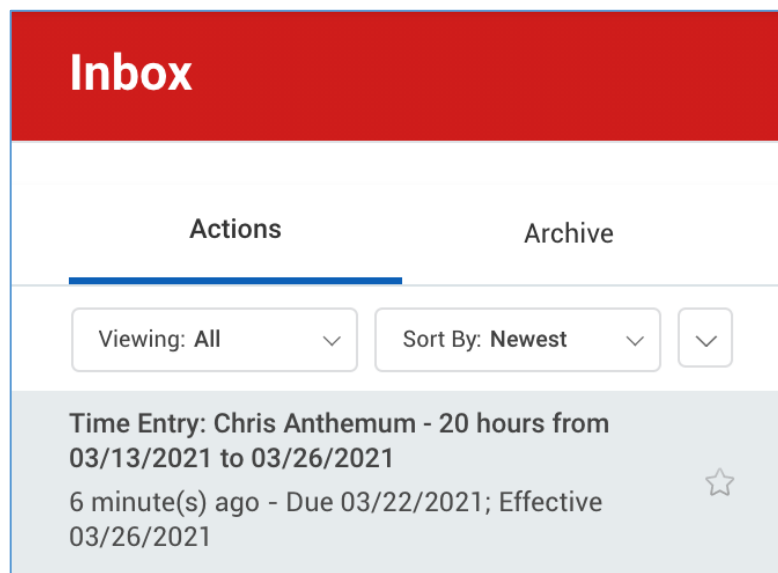
If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Instructions

- 1) Time will be submitted by workers and route to the Timekeeper or Manager inbox for approval. Go to your Workday inbox by clicking on the inbox icon at the top right side of the homepage.



- 2) On the left you will find all tasks assigned to you for completion. Within those tasks you will find approvals for employee time entries. Click on the approval task.



3) To the right you will see the details of the time entry.

Time Entry Approval

Time Entry: [Chris Anthemum](#) - 20 hours from 03/13/2021 to 03/26/2021 ⋮

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6 minute(s) ago - Due 03/22/2021; Effective 03/26/2021

Regular Time	Overtime	Total
20	0	20

Worker [Chris Anthemum](#)

Turn on the new tables view

Daily Totals 5 items 📅 📊 🗑️ 📄 📑 ↗️

Date	Type	Hours
Mon, 3/22	Hours Worked	4
Tue, 3/23	Hours Worked	4
Wed, 3/24	Hours Worked	4
Thu, 3/25	Hours Worked	4
Fri, 3/26	Hours Worked	4

4) After reviewing the details of the time entry, click **Approve** at the bottom of the page. You can also send the time entry back to the employee by clicking the **Send Back** button.