Time

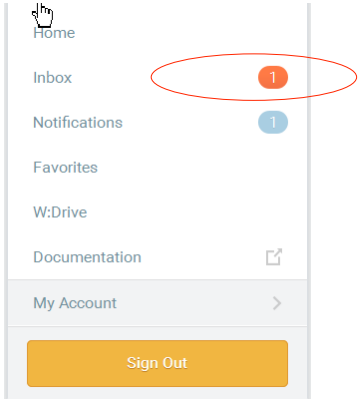
Approving Timesheets

Managers/Supervisors

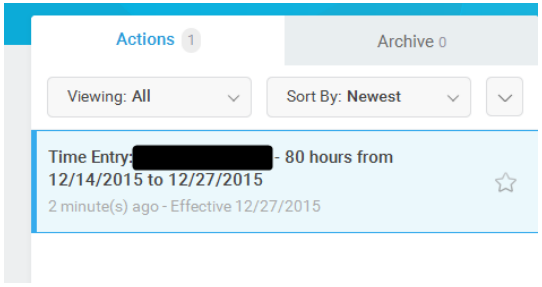
All timesheets must be approved and submitted by noon on the Monday after the period period ends.

To approve timesheets

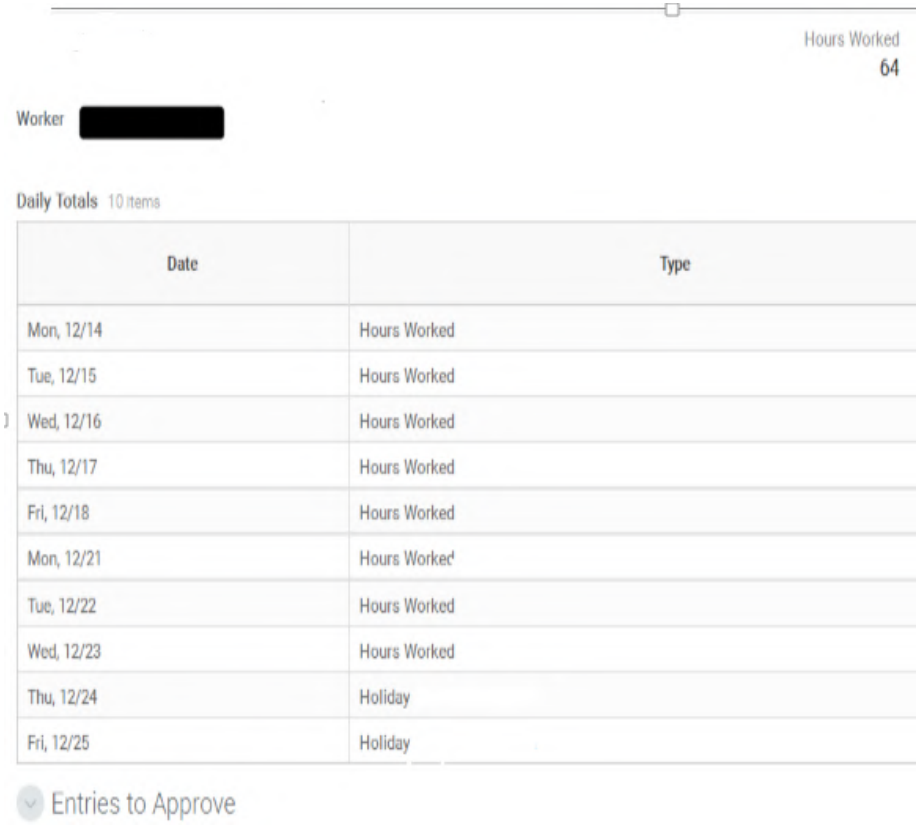
1. Log into Workday and click on your Inbox in the upper right corner.
2. Select Inbox from the dropdown menu.



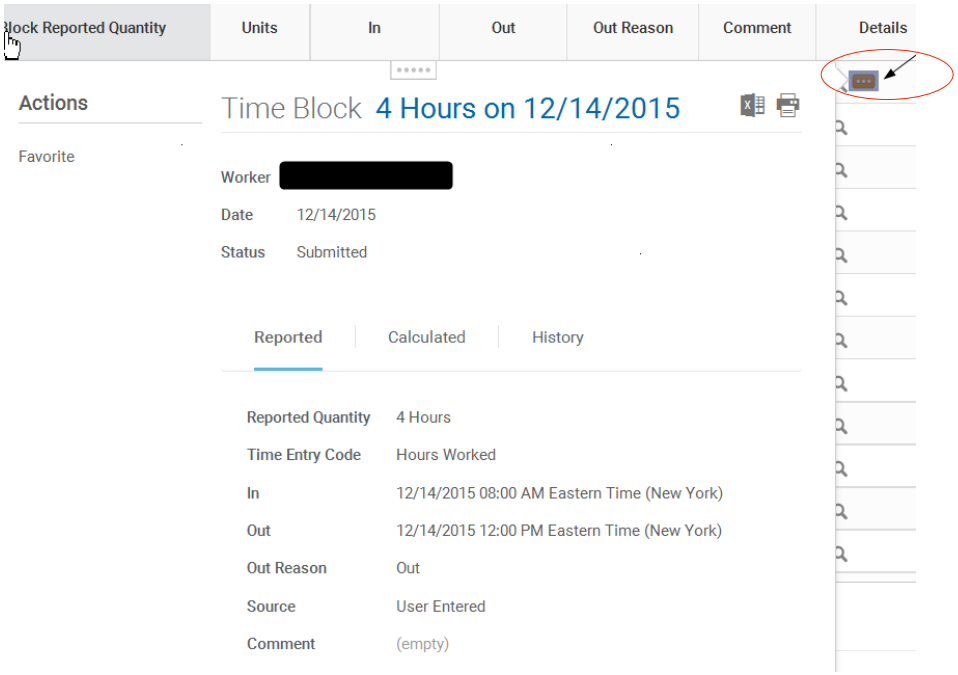
Timesheet approvals will display by employee within the Actions tab on the left side of your screen. Click on the Action item to display the timesheet to the right side of your screen.



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.



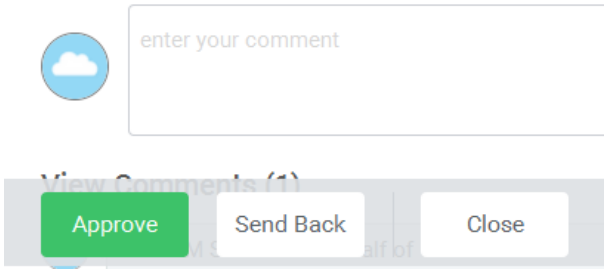
3. Scroll down to see all entries for the pay period. Selecting the Related Actions button next to "Details" will provide additional information and history of each timesheet entry.



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

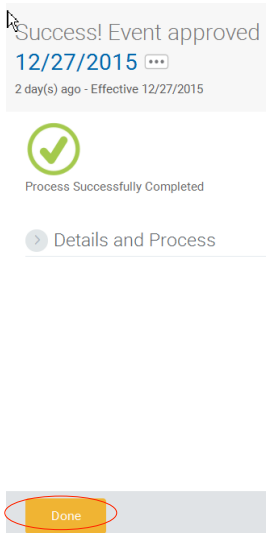
Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason
Mon, 12/14	Hours Worked	0	Hours	08:00 AM	12:00 PM	Out
Mon, 12/14	Hours Worked	4	Hours	08:00 AM	12:00 PM	Out

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

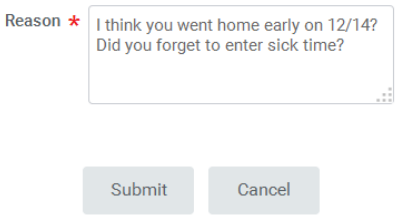


Approved timesheets will be indicated by a green check mark.

4. Select Done to close the screen.

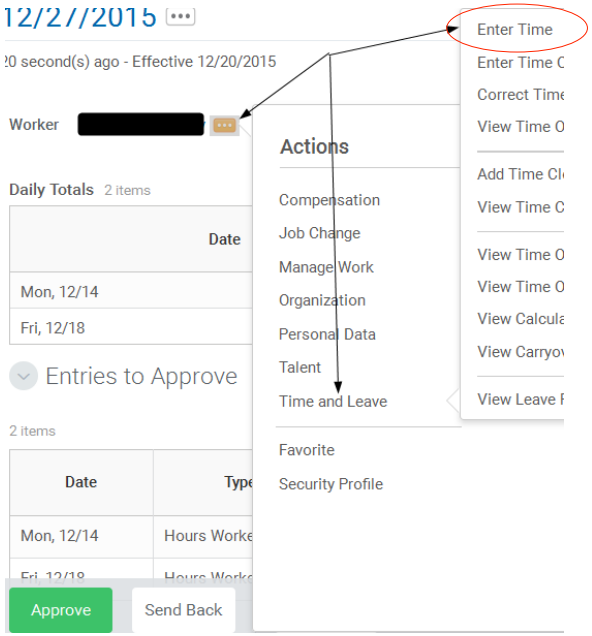


When you send back a timesheet you must include a reason before clicking on "Submit". The employee will receive an email notification with your comments.

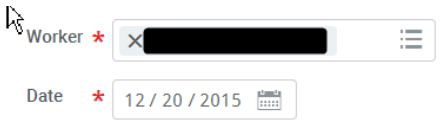


Note: Please direct changes to Payroll (payroll@vassar.edu) after the noon deadline for approvals.
All timesheets must be approved and submitted by noon on the Monday after the end of the pay period.

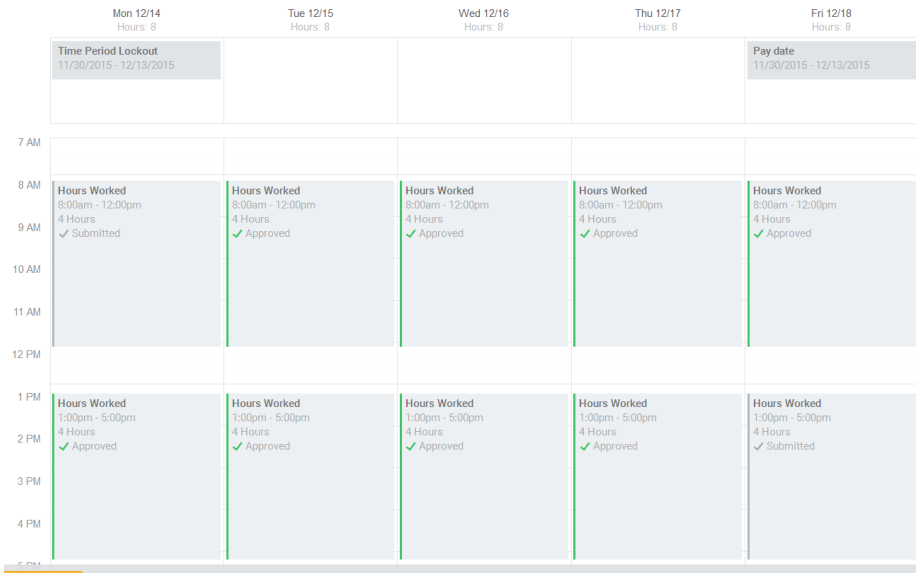
Editing an Employee's Timesheet: If you would like to edit the employee's timesheet, hover over the Related Actions button next to the employee's name beside the Worker label. The Worker label is under the first line of summary information in the Time Enter Approval report. Hover over Time and Leave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



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

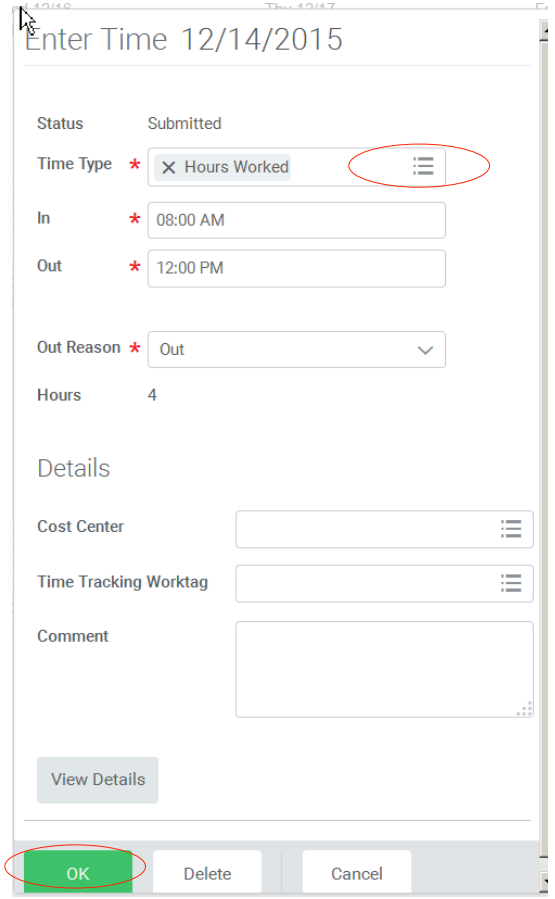


This takes you to the weekly view of the employee's timesheet.

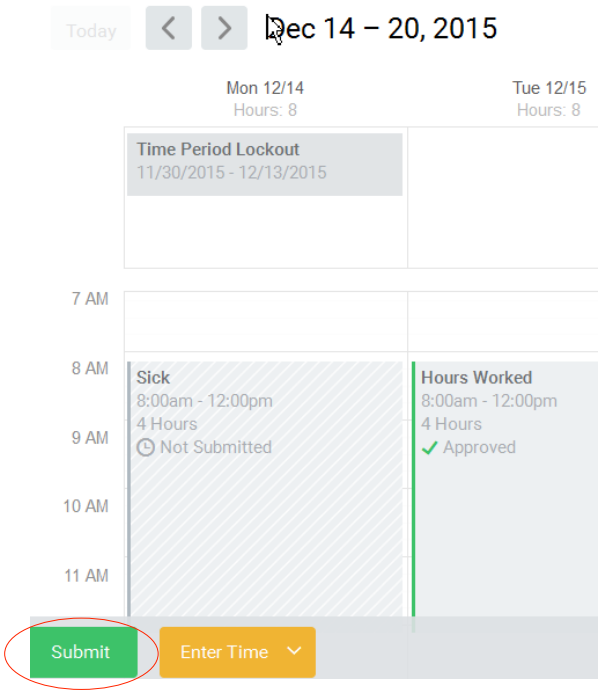


6. Click on the timeblock that you would like to edit (08:00 AM to 12:00 PM in this example). Click on the Time Type menu to see the options (e.g., Sick, Vacation, Holiday).

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



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



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.