

# HOW TO APPROVE MULTIPLE WORKER'S TIMECARDS

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# CLICK ON MENU



A screenshot of a web application interface. At the top, there is a navigation bar with a menu icon (three horizontal lines) and the word "MENU" on the left, a logo with a blue "W" in the center, and a search bar with a magnifying glass icon and the word "Search" on the right. Below the navigation bar is a large banner image showing an aerial view of a campus with green trees and a clock tower. Underneath the banner, the word "Welcome" is displayed on the left. The main content area features a section titled "Your Team" with two cards. The first card has a circular icon with a clock and the text "Your Team Has Unapproved Hours" and "Make sure to approve your team's time." with a "Review Time" link. The second card has a circular icon with a "W" and the text "You Have an Approval for a New CGU - Student - TA-18" and "Create a job requisition to give the recruiting team the info they need to start hiring" with a "Create Job Requisition" link. At the bottom of the screenshot, a Windows taskbar is visible with various application icons.

# SELECT TIME AND ABSENCE

The image shows a screenshot of a Workday application interface. A white 'Menu' overlay is positioned on the left side, featuring a search bar at the top and two tabs: 'Apps' (selected) and 'Shortcuts'. Below the tabs is a list of application categories, each with a blue icon and text label. A large red arrow points from the right towards the 'Time and Absence' item in the list. At the bottom of the menu are two buttons: 'Add Apps' and 'Edit'. The background shows a blurred view of the main application dashboard, including a search bar, a date indicator 'It's Wednesday, September...', and various content cards such as 'Unapproved Hours', 'Announcements', and 'Releas...'. The entire interface is set against a light gray background with a wooden floor pattern at the bottom.

**Menu** [Close]

Apps Shortcuts

- Absence
- Time
- Time and Absence**
- Workday Resources
- Career
- Benefits
- Pay
- Kronos Timekeeping
- Favorites
- My Team

[+ Add Apps] [Edit]

Search

It's Wednesday, September

View All Apps

Unapproved Hours [Review Time]

Announcements

Releas: Workday here! With

approval for a New CGU - Student - TA-18 [Create Job Requisition]

# AFTER PLEASE CLICK ON REVIEW TIME AND APPROVALS

The screenshot shows a user interface for 'Time and Absence' management. At the top left, there is a back arrow and the title 'Time and Absence'. The main content area features a large card titled 'TT - My Team's Upcoming Time Off' with a gear icon and a 'View More ...' link. Below this are two smaller cards: 'My Team's Reported Time' and 'Workers Returning from Leave this Week', both with gear icons. On the right side, there is a sidebar menu with a gear icon at the top. The menu is divided into two sections: 'Tasks' and 'Reports'. The 'Tasks' section includes 'Review Time and Approvals', 'Time Off & Leave Calendar', 'Enter Time for Worker', and 'More (3)'. The 'Reports' section includes 'TT - Workers with Time Submitted but not Approved', 'TT - Workers with Time Entered but not Submitted', 'TT - Workers with No Time Entered', and 'More (3)'. A prominent red arrow points from the gear icon in the 'Tasks' section to the 'Review Time and Approvals' option.




# SCROLL DOWN ON THE NEXT PAGE AND SELECT REVIEW AND APPROVE TIME

The screenshot shows a mobile application interface with a white background and a red horizontal line at the top. Below the line, the text "In Progress" is displayed. A card titled "Time Entries to Review" for the period "Sep 10 - 23" contains the following statistics:

- Workers with Submitted Time: 0
- Workers with No Time Entered: 53
- Workers with Unsubmitted Time: 0
- Workers with Alerts: 0


At the bottom of the card is a button labeled "More (1)". Below the card, a red arrow points to a blue link labeled "Review and Approve Time".

# AFTER YOU HAVE SELECTED THE DATE AND THE EMPLOYEES YOU WANT TO REVIEW CLICK ON OK

MENU  Search

→|

**Review Time**

Date \* 09/14/2022 

Review my direct reports only


Workers (empty)

Employee Type

Show \*  All Workers  
 Workers with Hours to Approve  
 Workers with Unsubmitted Hours

Period Schedule

Pay Rate Type



# YOU WILL BE TAKEN THIS PAGE AND YOU WILL BE ABLE TO EITHER MASS APPROVE OR APPROVE INDIVIDUALLY

NOTE: You can't approve unsubmitted hours.

53

All Workers

3

Workers with Submitted Time

50

Workers with No Time Entered

--

Workers with Unsubmitted Time

--

Workers with Alerts

--

Workers with Incomplete Time Entries

Time Period Summary 90 items



<input type="checkbox"/>	Worker Name	Position	Totals			Breakdown			Scheduled Weekly Hours
			Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Missed Meal Period Penalty	
<input type="checkbox"/>	Abdullah Alswelh (114287)	CGU-Student - TA SPE 489 Fall 21 (+)	0	10	0	10	0	1	20
<input type="checkbox"/>	Adriana Ariza (200049)	CGU-Student - RA-GR251632 (+)	0	4	0	4	0	0	20
<input type="checkbox"/>	Adriana Ariza (200049)	CGU-Student - TA Psych 326 Fall 21 (+)	0	4	0	4	0	0	20
<input type="checkbox"/>	Alexander Specht (112264)	CGU-Student - TA PP 300 (+)	0	4	0	4	0	0	20
<input type="checkbox"/>	Alexander Specht (112264)	CGU-Student - DPE RA (+)	0	0	0	0	0	0	20
<input type="checkbox"/>	Alexander Specht (112264)	CGU-Student - Grant GR270126 (+)	0	5	0	4	1	1	20
<input type="checkbox"/>	Al...	CGU-Student - RA-GR251632 (+)	0	0	0	0	0	0	20

# TO REVIEW TIME FOR WORKERS PRIOR TO APPROVAL YOU CAN CLICK ON THE NAME OF THE STUDENT

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Time Period Summary 90 items

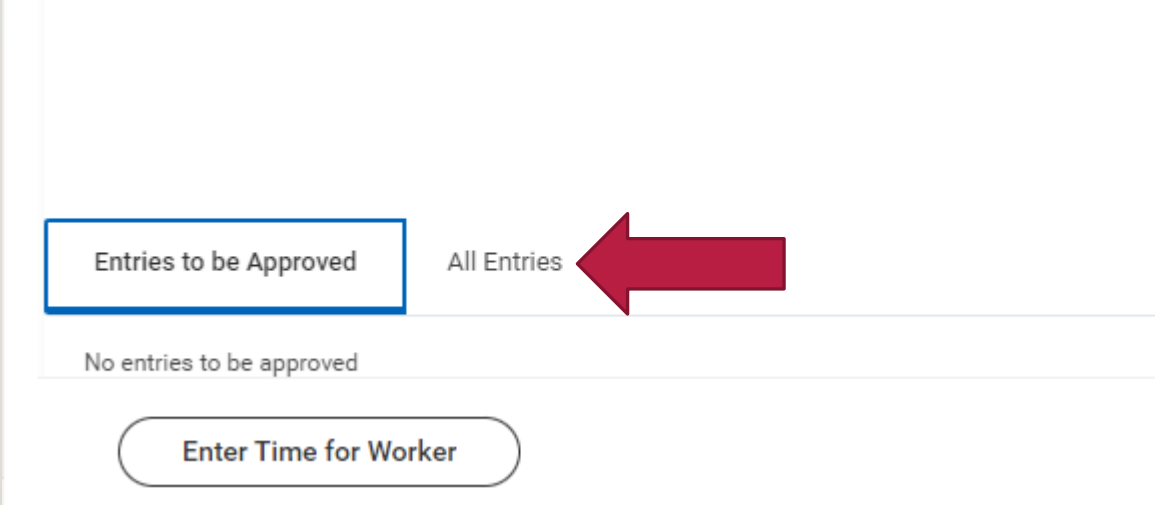
<input type="checkbox"/>	Worker Name	Position	Totals			Breakdown		
			Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Missed Meal Period Penalty
<input type="checkbox"/>	Abdullah Alswelh (114287)	<a href="#">CGU-Student - TA SPE 489 Fall 21 (+)</a> <span>⋮</span>	0	0	10	10	0	1





# ON THE NEXT PAGE SCROLL DOWN AND SELECT ALL ENTRIES

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# WHEN YOU CLICK ON ALL ENTRIES YOU CAN SEE ALL THE ENTERED TIMES. YOU CAN ALSO ADD HOURS IF NECESSARY. WHEN DONE YOU CAN CLICK ON THE BACK BUTTON TO SUBMIT APPROVALS

Entries to be Approved All Entries

5 items

Date	Time Type	Time Calculation Tags	In	Out	Out Reason	Quantity	Unit	Status	Worktags	Comment	View Details
Mon, 9/12	Select Position Below	Regular	09:00 AM	12:00 PM	Out	3	Hours	Approved			Q
Tue, 9/13	Select Position Below	Missed Meal Period Penalty - 1				0.99	Hours	Approved			Q
Tue, 9/13	Select Position Below	Regular	01:00 PM	05:59 PM	Out	4.99	Hours	Approved			Q
Tue, 9/13	Select Position Below	Missed Meal Period Penalty - 1 Regular	05:59 PM	06:00 PM	Out	0.01	Hours	Approved			Q
Tue, 9/13	Select Position Below	Regular	06:00 PM	08:00 PM	Out	2	Hours	Approved			Q

# CLICK HERE TO SELECT ALL TIMECARDS TO APPROVE AND THEN CLICK SUBMIT

NOTE: You can't approve unsubmitted hours.

53

All Workers

3

Workers with Submitted Time

50

Workers with No Time Entered

--

Workers with Unsubmitted Time

--

Workers with Alerts

--

Workers with Incomplete Time Entries

Time Period Summary 90 items | All 90 selected



<input checked="" type="checkbox"/>	Worker Name	Position	Totals			Breakdown			Scheduled Weekly Hours
			Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Missed Meal Period Penalty	
<input checked="" type="checkbox"/>	Abdullah Alswelh (114287)	CGU-Student - TA SPE 489 Fall 21 (+)	0	10	0	10	0	1	20
<input checked="" type="checkbox"/>	Adriana Ariza (200049)	CGU-Student - RA-GR251632 (+)	0	4	0	4	0	0	20
<input checked="" type="checkbox"/>	Adriana Ariza (200049)	CGU-Student - TA Psych 326 Fall 21 (+)	0	4	0	4	0	0	20
<input checked="" type="checkbox"/>	Alexander Specht (112264)	CGU-Student - TA PP 300 (+)	0	4	0	4	0	0	20
<input checked="" type="checkbox"/>	Alexander Specht (112264)	CGU-Student - DPE RA (+)	0	0	0	0	0	0	20
<input checked="" type="checkbox"/>	Alexander Specht (112264)	CGU-Student - Grant GR270126 (+)	0	5	0	4	1	1	20



Approve



# AFTER YOU APPROVE, YOU WILL BE TAKEN TO A COMPLETED PAGE

You have approved time for 5 worker(s): 09/10/2022 - 09/23/2022 🔍 PDF

**Do Another** Review Time

**Related Links** Enter Time for Worker

▼ **Time Not Approved**

0 items 🔍 📄 📊 📁 📅 🗑️ 🔍 📄

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours	Reason
No items available.				

▶ **Time Approved**

Done 🗨️ W