

# HOW TO APPROVE TIME OFF

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# GO TO WORKDAY HOMEPAGE AND CLICK ON YOUR INBOX

Claremont Graduate University

MENU


Search

1 25





Good Morning, On Behalf of: Nidia Rivera

It's Thursday, October 20, 2022

**Awaiting Your Action**

 **Absence Request: Alex Martinez (113825)**  
Inbox - 50 second(s) ago  
**DUE 10/22/2022**

**Your Top Apps**

-  Absence
-  Time and Absence
-  Workday Resources
-  Career

Hi Nidia Rivera! 🙌 I'm Workday Assistant  
I can help you find information, navigate Workday, and get things done.

# IN YOUR INBOX YOU WILL RECEIVE A NOTIFICATION WHEN YOUR EMPLOYEES REQUESTS TIME OFF AND HAVE THE OPTION TO APPROVE IT

## Inbox

Actions

Archive

Viewing: All

Sort By: Newest

Absence Request: Alex Martinez (113825)

7 minute(s) ago - Due 10/22/2022; Effective 10/12/2022

### Review Absence Request: Alex Martinez (113825)

7 minute(s) ago - Due 10/22/2022; Effective 10/12/2022

For Alex Martinez (113825)

Overall Process Absence Request: Alex Martinez (113825)

Overall Status In Progress

#### Details to Review

First Day of Time Off 10/12/2022

Last Day of Time Off 10/13/2022

Total 15 hours - Vacation

#### Request Details 2 items

Date	Day of the Week	Type	Position	Requested	Unit of Time
10/12/2022	Wednesday	Vacation	Human Resources Specialist	7.5	Hours
10/13/2022	Thursday	Vacation	Human Resources Specialist	7.5	Hours

Approve

Send Back

Deny

Cancel



# ONCE YOU HAVE REVIEWED THE REQUEST YOU MAY APPROVE IT, DENY OR SEND BACK IF IT NEEDS CORRECTIONS.

## Inbox

Actions Archive

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Approve Send Back Deny Cancel



## OPTION 2 OF APPROVING TIME OFF

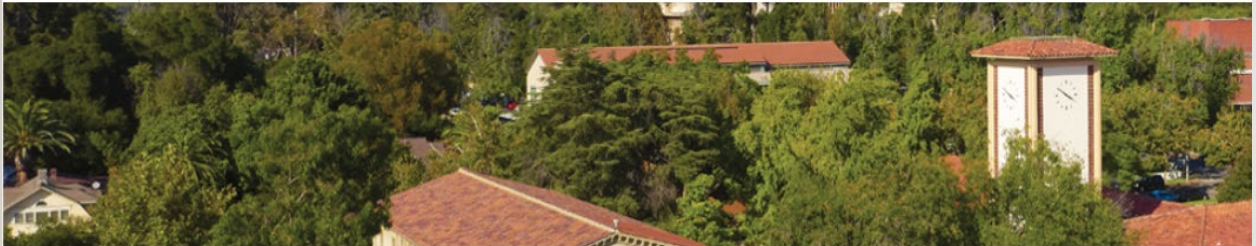
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- If you do not approve the time off's individually in your inbox, you can also approve it when you mass approve all of your employee's timecards

# CLICK ON MENU





Navigation bar containing a menu icon (three horizontal lines) labeled "MENU", a logo with the letter "W", and a search bar with a magnifying glass icon and the text "Search".



## Welcome

It's V

### Your Team

-  **Your Team Has Unapproved Hours**  
Make sure to approve your team's time. [Review Time](#)
-  **You Have an Approval for a New CGU - Student - TA-18**  
Create a job requisition to give the recruiting team the info they need to start hiring. [Create Job Requisition](#)

Windows taskbar at the bottom showing icons for various applications including File Explorer, Microsoft Office, and Google Chrome.

# 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 'Job Requisition'.

**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

Job Requisition [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 cloud 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 'Review Time and Approvals' option in the 'Tasks' menu.



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

**In Progress**


 **Time Entries to Review**  
Sep 10 - 23

**Workers with Submitted Time**  
0

**Workers with No Time Entered**  
53

**Workers with Unsubmitted Time**  
0


**Workers with Alerts**  
0

 **More (1)**

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[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"/>		CGU-Student - TA SPE 489 Fall 21 (+)	0	10	0	10	0	1	20
<input type="checkbox"/>		CGU-Student - RA-GR251632 (+)	0	4	0	4	0	0	20
<input type="checkbox"/>		CGU-Student - TA Psych 326 Fall 21 (+)	0	4	0	4	0	0	20
<input type="checkbox"/>		CGU-Student - TA PP 300 (+)	0	4	0	4	0	0	20
<input type="checkbox"/>		CGU-Student - DPE RA (+)	0	0	0	0	0	0	20
<input type="checkbox"/>		CGU-Student - Grant GR270126 (+)	0	5	0	4	1	1	20
<input type="checkbox"/>		CGU-Student - RA GR251632 (+)	0	0	0	0	0	0	20

# 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"/>		CGU-Student - TA SPE 489 Fall 21 (+)	0	10	0	10	0	1	20
<input checked="" type="checkbox"/>		CGU-Student - RA-GR251632 (+)	0	4	0	4	0	0	20
<input checked="" type="checkbox"/>		CGU-Student - TA Psych 326 Fall 21 (+)	0	4	0	4	0	0	20
<input checked="" type="checkbox"/>		CGU-Student - TA PP 300 (+)	0	4	0	4	0	0	20
<input checked="" type="checkbox"/>		CGU-Student - DPE RA (+)	0	0	0	0	0	0	20
<input checked="" type="checkbox"/>		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 X PDF

**Do Another** **Related Links**


[Review Time](#) [Enter Time for Worker](#)

▼ **Time Not Approved**

0 items [Grid] [List] [Filter] [Sort] [Refresh] [Print] [Close]

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

► **Time Approved**



Done