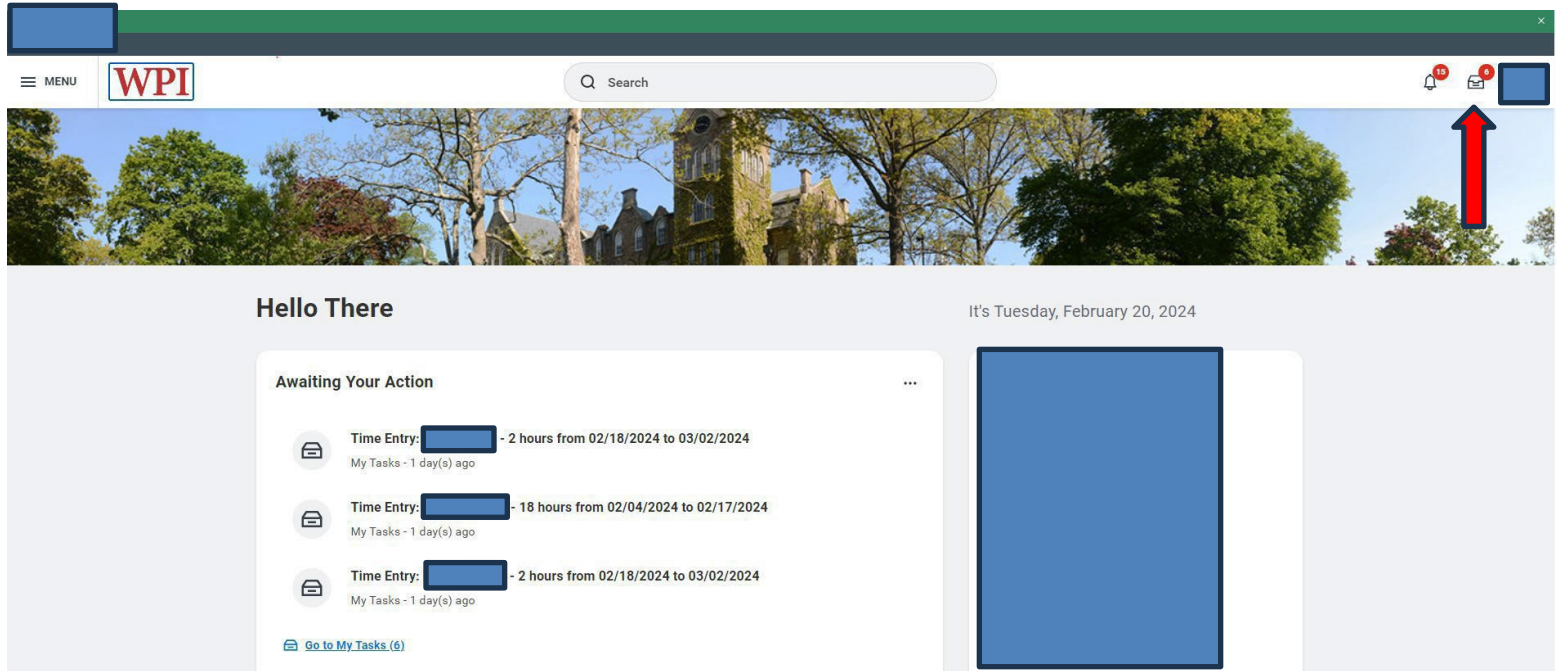


Approving Time Entries - Managers

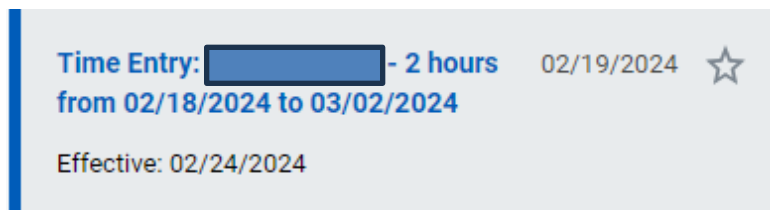


Process:

Step One: Log in to Workday and select your inbox in the top right corner.



Step Two: Locate the task, "Time Entry: Employee Name – (Number of Hours from Date Range)"



Step Three: Review the Employee's Time Entry

- a. Ensure you verify that the correct position corresponds with the Time Entry
 - a. Employees, especially student workers, can have multiple jobs.
 - b. Confirm the number of hours worked with the Employee before approving the Time Entry.
 - c. When their Time Entry has been verified select, "Approve".

Created: 02/19/2024 | Effective: 02/24/2024

Student Regular Hours 5.75
Overtime 0
Total Hours 5.75

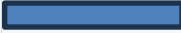


Daily Totals 2 items

Date	Type	Hours
Mon, 2/19	Student Dept Hours Worked	0.25
Wed, 2/21	Student Dept Hours Worked	1.25

Entries to Approve

2 items

Date	Position	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Time Block Comment	Details
Mon, 2/19		Student Dept Hours Worked	0.25	Hours	09:00	09:20	Out	discussion meeting	Q
Wed, 2/21		Student Dept Hours Worked	1.25	Hours	09:50	11:00	Out	Class	Q

>  Next Time

Approve Send Back Close

Important Notes:

- a. Domestic and International Student Workers cannot work more than 20 hours per week during the academic year.
- b. Certain employees may upload documentation in their Time Entry as an attachment.
 - a. Ex: Federal Work Study students can attach their Community Service Hours form. You can still approve these Time Entries without the attachment, but you'll receive an alert.
- c. Hours worked should be entered into the Pay Period in which they were worked.
- d. Have questions regarding this process? Please contact talent@wpi.edu for assistance.