

WORKDAY APPROVE TIME (MANAGERS)

This user guide will assist you with approving time in Workday.

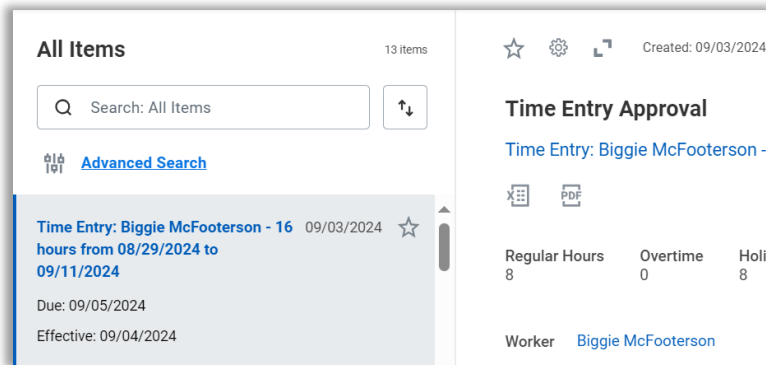
APPROVE TIME ENTERED

You will be able to approve time entered by your direct reports through your **My Tasks**.

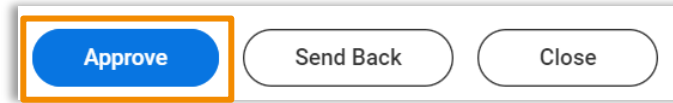
1. Click on **My Tasks** in Workday.



2. You will find tasks assigned to you. Click to open the **Time Entry Approval** task.



3. Scroll through the time entry record to review it.
4. Click **Approve**.



5. If you select **Send Back**, add a comment to tell your direct report how to correct their time entered.

