

When a request for additional hours or overtime payment has been entered into Workday by one of the employee's in your team, you will receive an inbox action to approve the payment request.

Navigate to your inbox



Select the *Time Entry Approval* action from the list on the left. Check the information supplied for hours worked is correct. Either click *Approve* or *Send Back* to the initiator (employee).

**Inbox**

Actions (125) Archive

Viewing: All Sort By: Newest

Time Entry: - 4 hours from 07/03/2020 to 13/03/2020 27 minute(s) ago - Effective 13/03/2020

**Time Entry Approval**  
Time Entry: - 4 hours from 07/03/2020 to 13/03/2020 Actions

27 minute(s) ago - Effective 13/03/2020

Overtime (Paid) 0 Overtime (Accrued TOIL) 0 On-Call 0 Standard Hours 0 Total Hours 0

Worker

Daily Totals 1 item

Date	Type	Hours
Tue, 10/03	Additional Hours to Contract	4

Entries to Approve 1 item

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Comment	Details
Tue, 10/03	Additional Hours to Contract	4	Hours	09:00 AM	01:00 PM	Out		Q

All Current Time

enter your comment

Approve Send Back Close

**Note:** If you wish to have the overtime charged to a different GL code than which the position is charged to, please add the funding code into the comments section of the task prior to approval, as well as a reason as to why the different GL charge is required.

Approve


Send Back


Close

If you send back, add a reason why the request is being sent back and *Submit*.

Note: If you select Close, you are only closing the action for you. Nothing will happen in the process.

### Send Back

To \* search 

 [redacted] - Revise  
Time

Reason \*


Note: Items such as Meal Allowance will appear in the entries to approve section if overtime hours worked meet criteria.

Once approved the *Success! Event approved* screen will appear. This ends the process and payment will be made to the employee in the next relevant pay period.

### Success! Event approved

**Time Entry:** [redacted] - 4 hours from 07/03/2020 to 13/03/2020 Actions

27 minute(s) ago - Effective 13/03/2020



Process Successfully Completed

[> Details and Process](#)

Note: you may have *Others Awaiting My Action* (meaning additional timesheets to review/approve), which you can attend to directly by clicking on the link or clicking on the next Time Entry item in your inbox list.

**Others Awaiting My Action**

Time Entry [redacted] - 22.5 hours from  
07/03/2020 to 13/03/2020

Time Entry [redacted] - 5 hours from 22/02/2020  
to 28/02/2020