

When a timesheet has been entered into Workday by one of the employee's in your team, you will receive an inbox action to approve the timesheet entries.

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 (3) Archive

Viewing All Sort By: Newest

Time Entry: [redacted] - 7.5 hours from 29/02/2020 to 06/03/2020
1 hour(s) ago - Effective 06/03/2020

Time Entry: [redacted] - 5 hours from 22/02/2020 to 28/02/2020
1 hour(s) ago - Effective 28/02/2020

Time Entry: [redacted] - 22.5 hours from 07/03/2020 to 13/03/2020
1 hour(s) ago - Effective 13/03/2020

Time Entry Approval

Time Entry: [redacted] - 7.5 hours from 29/02/2020 to 06/03/2020

1 hour(s) ago - Effective 06/03/2020

Overtime (Paid) 0 Overtime (Accrued TOIL) 0 On-Call 0 Standard Hours 7.5 Total Hours 7.5

Worker [redacted]

Daily Totals 1 item

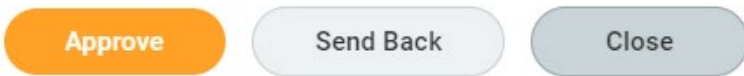
Date	Type	Hours
Mon, 02/03	Standard Hours	7.5

Entries to Approve

2 items

Date	Position	Type	Time Block	Reported Quantity	Units	In	Out	Out Reason	Comment	Details
Mon, 02/03	7000107630 Casual Professional	Standard Hours		3.5	Hours	09:00 AM	12:30 PM	Meal		Q
Mon, 02/03	7000107630 Casual Professional	Standard Hours		4	Hours	01:00 PM	05:00 PM	Out		Q

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 *

Reason *


Submit Cancel

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] - 7.5 hours from 29/02/2020 to 06/03/2020 [Actions](#)

1 hour(s) ago - Effective 06/03/2020



Process Successfully Completed

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

> [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.