

WORKDAY Timecard Review/Approval for Supervisors

EFFECTIVE JANUARY 7, 2019

ALL UVA-FM employees are responsible for entering their own time into the Workday system

Option 1 – Individual Review – Inbox

*Desktop and Mobile access

- 1 As workers submit their time, an action item for each timecard that needs approval will display in your **Inbox**
Select the message you would like to review
- 2 Scroll down to the **Entries to Approve** section
Review the employee's time to ensure the submission is correct for the pay period
- 3 Select the appropriate action button at the bottom of the screen
 - **Approve**
 - **Send Back** *Requires a comment as to why we are sending the timecard back. *It is good practice to contact the employee if this option is selected.*
 - **Close** will close the task; however, will remain in your inbox

Option 2 – Team Review – Time & Absence Application

*Desktop access only



- 1 Select the **Time and Absence** application from the Home screen
- 2 Select the **Review Time** button - The **Review Time** page displays
- 3 Enter the first day of the pay period in the **Date** field → Click **OK**
- 4 This **Review Time** matrix displays team member's status -Including Student Workers
 - "Hours to Approve" – total number of hours submitted per individual
 - "Unsubmitted Hours" – time individual(s) have entered time but not yet submitted for approval

Yellow flag = Non Exempt needs to enter time.

Click **Approve** → Click **Done**

Submitting a Timecard on an Employee's Behalf

*****This is the exception not the rule*****

These steps should only be utilized in emergency situations when the employee is unable to enter their own time into the Workday system

- 1 Click on the **Time and Absence** application
- 2 Select the **Enter Time for Worker**
- 3 The Enter Time for Worker page displays
Select the Worker using the prompt
Select the Date using the calendar button
Click **OK**
- 4 The Enter Time page displays
Click **Enter Time** and complete the appropriate Time Entry steps

Additional resources available at
www.workday.hr.virginia.edu

or you may contact the Human Resources Solutions Center
At (434) 243-3344