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**.
   
2. Select the message you would like to review.

3. Scroll down to the **Entries to Approve** section.
   
4. Review the employee’s time to ensure the submission is correct for the pay period.

5. 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](http://www.workday.hr.virginia.edu) or you may contact the Human Resources Solutions Center At (434) 243-3344