Human Resources

WORKDAY

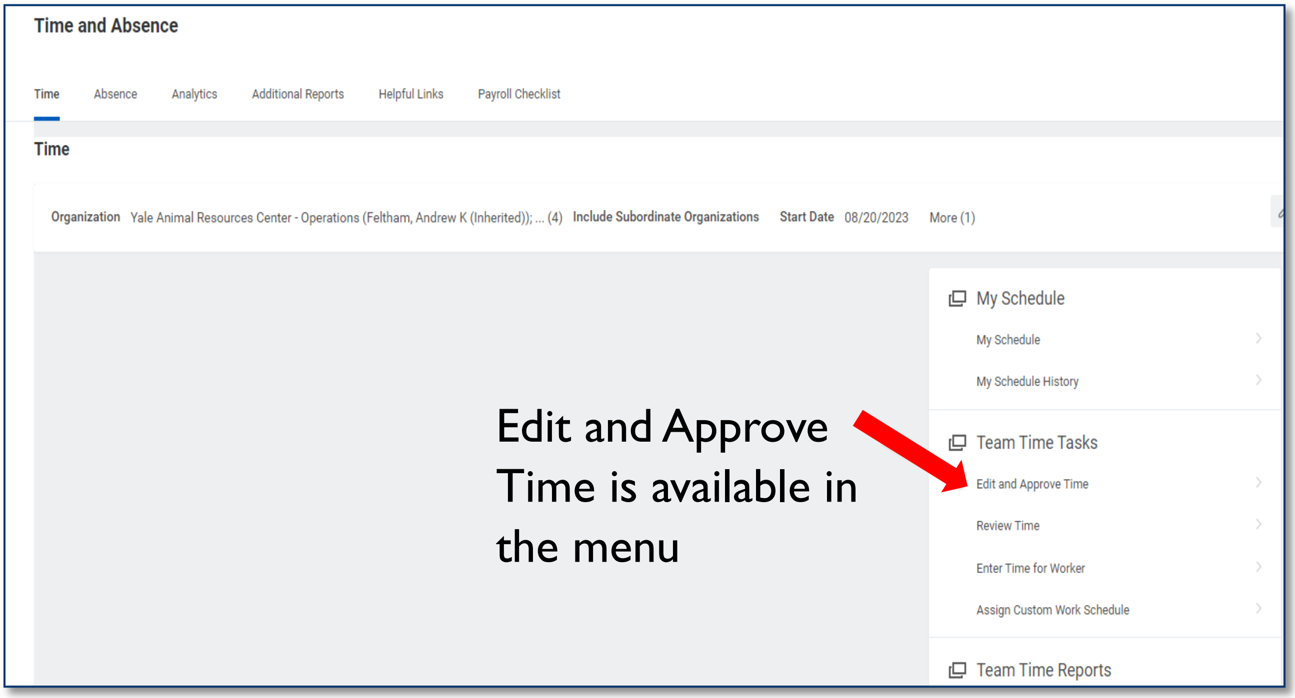
New Edit and Approve Time Task

Yale *Learn and Grow*

FUNCTIONAL LEARNING

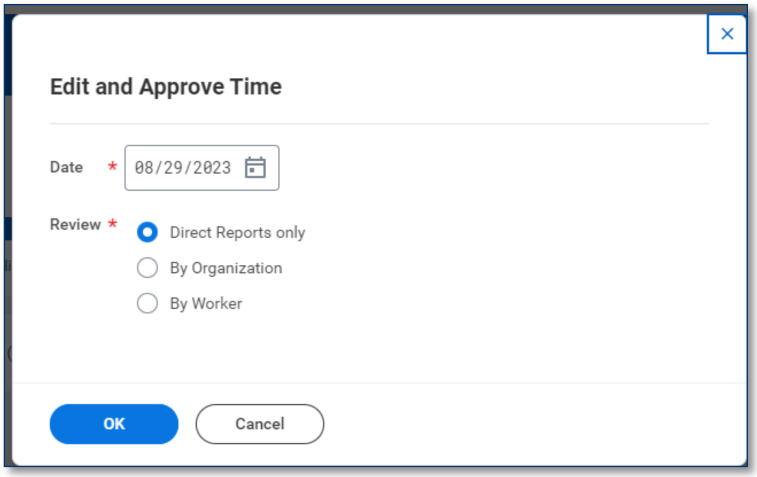
Managers can use the new Edit and Approve Time task to:

- Get a single-page, weekly overview of time entries for selected workers, organizations, or direct reports.
- Automatically sort workers into grids with alerts and those without alerts.
- View alert details for each worker.
- Edit time entries that need correction, add new time entries, or auto-fill based on the work schedule calendar.
- Submit, approve, send back, or deny time entries.



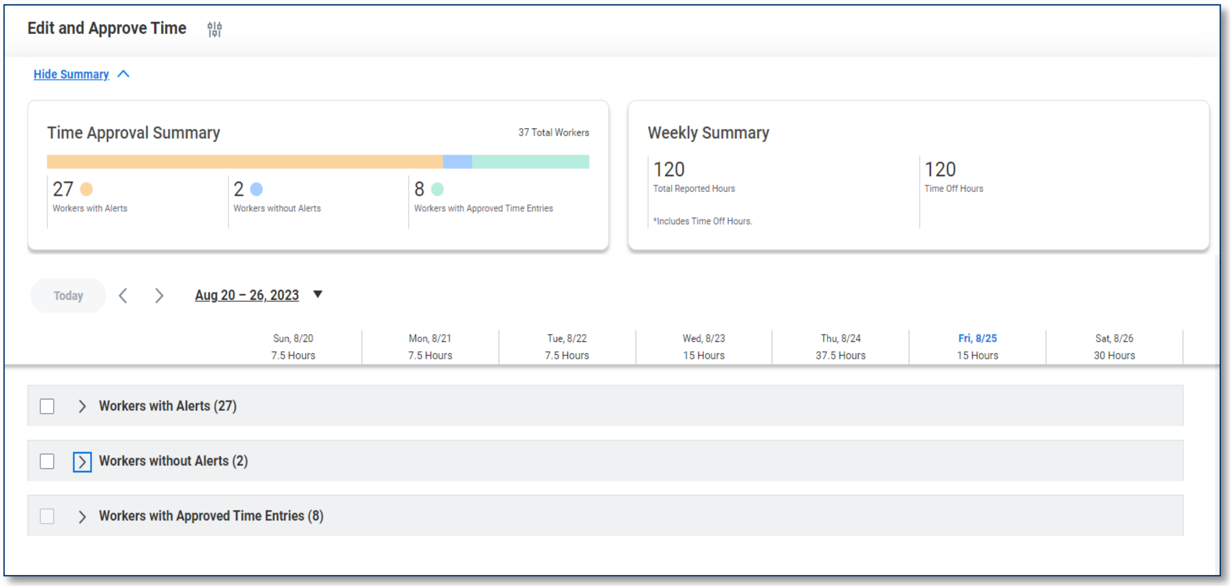
Filter

Filter by Date and Review Category.



Dashboard

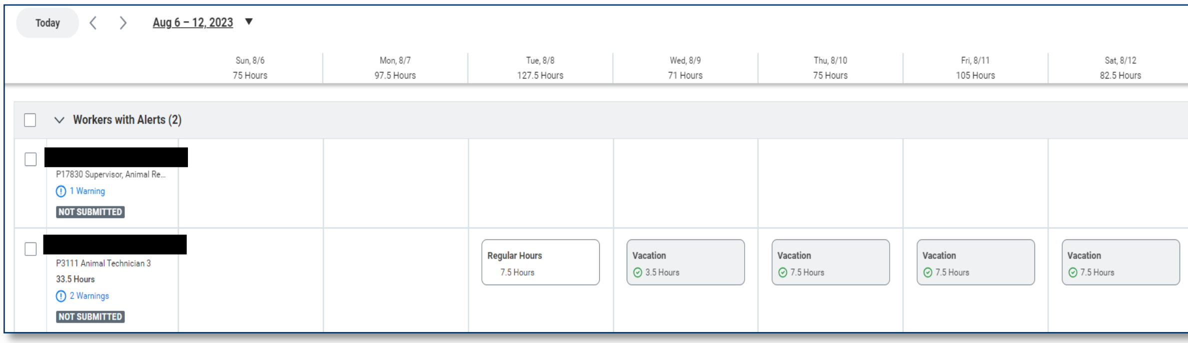
Show or Hide the Dashboard summary.



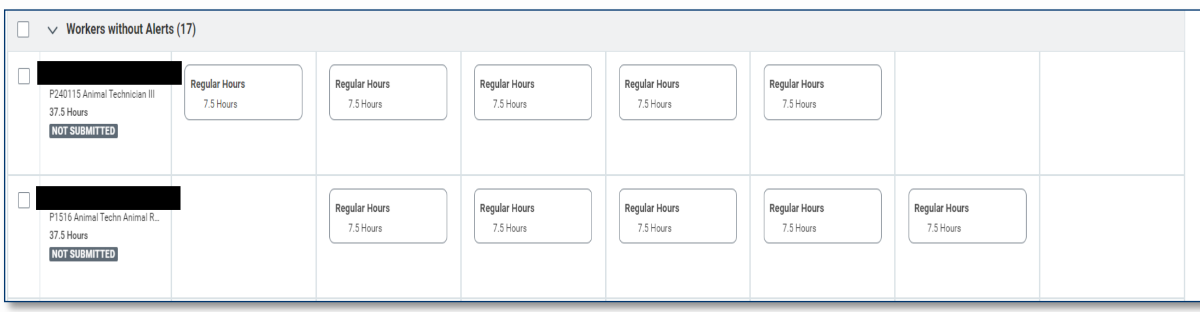
View:
Workers with Alerts
Workers without Alerts
Workers with Approved Time Entries

View Details

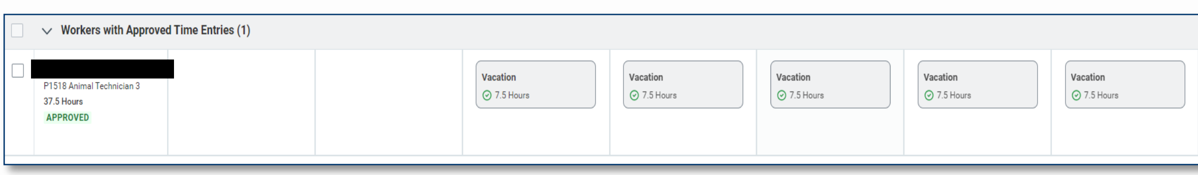
Workers with Alerts, expanded



Workers without Alerts, expanded

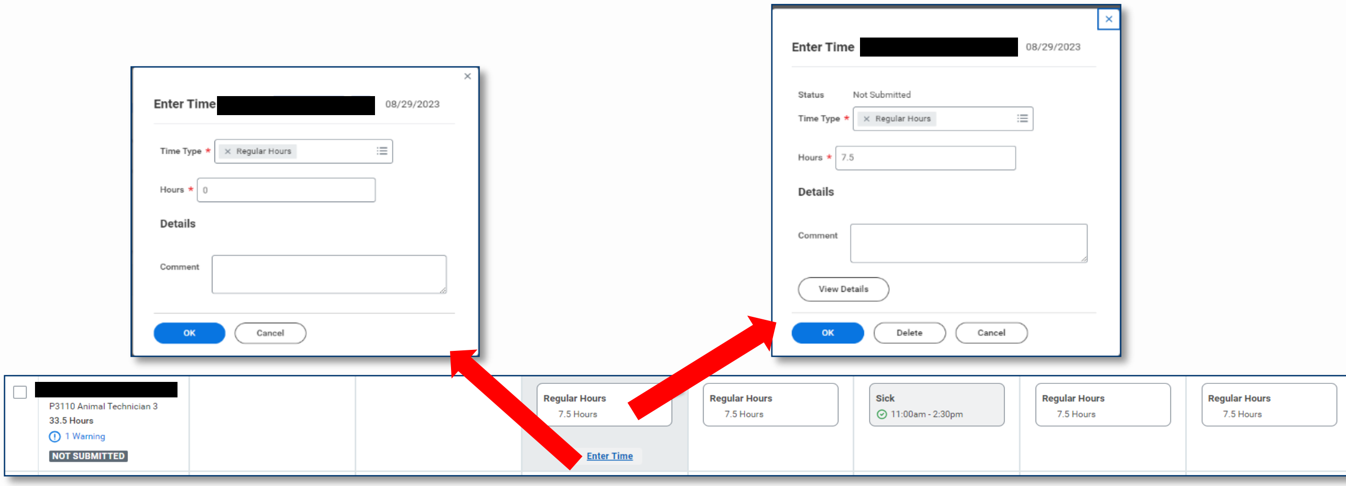


Workers with Approved Time Entries, expanded



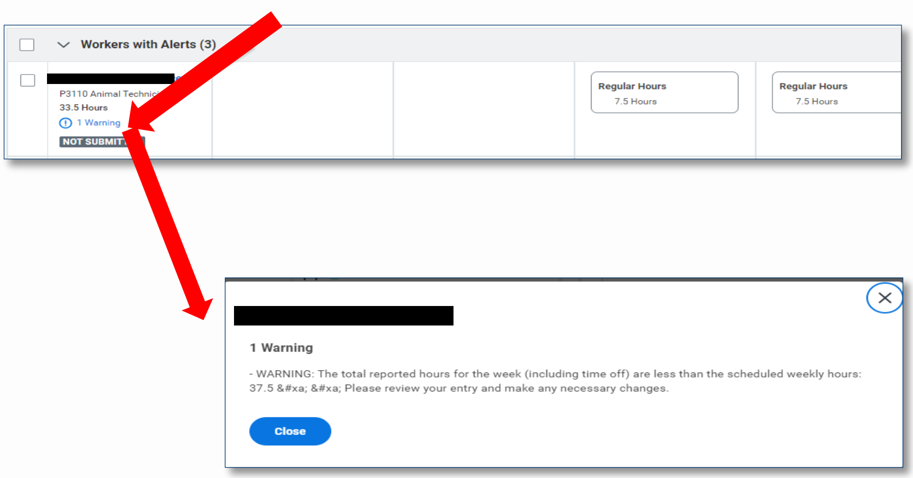
Changing the Time Card

Click on Enter Time or the hours to make a change to the time card.



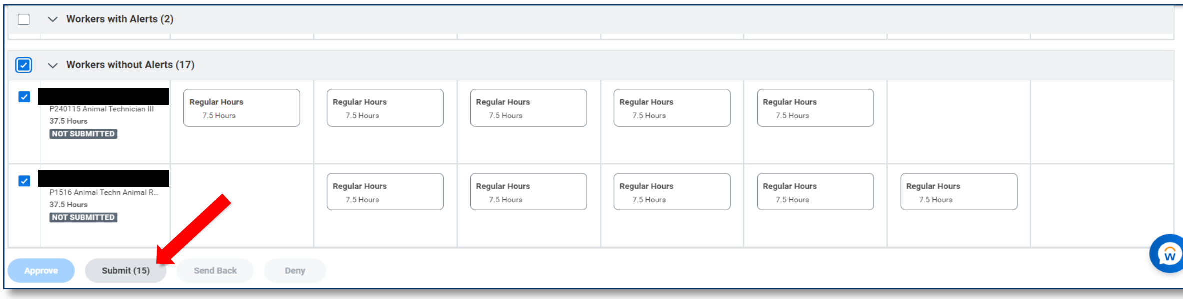
Reviewing Alerts

Click on the alert to view details.

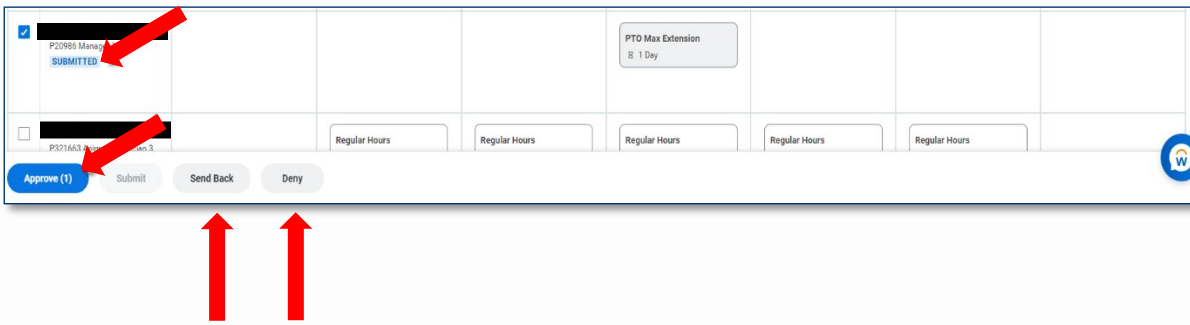


Approve and Submit

If an employee has not submitted, the Submit button appears.



If an employee is in Submitted status, the Approve, Send Back and Deny buttons are active.



Note: If a timesheet wasn't submitted by the employee, the manager can submit and approve to complete the review process.

Questions about this course? Contact:
Employee Service Center
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203-432-5552

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