

**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.

The screenshot displays the 'Time and Absence' application interface. At the top, there is a navigation bar with tabs for 'Time', 'Absence', 'Analytics', 'Additional Reports', 'Helpful Links', and 'Payroll Checklist'. Below this, the 'Time' section is active, showing a breadcrumb trail: 'Organization Yale Animal Resources Center - Operations (Feltham, Andrew K (Inherited)); ... (4) Include Subordinate Organizations Start Date 08/20/2023 More (1)'. A large, semi-transparent grey box covers the main content area, with the text 'Edit and Approve Time is available in the menu' overlaid in the center. A red arrow points from this text to the 'Edit and Approve Time' option in the right-hand menu. The menu items are: 'My Schedule' (with sub-items 'My Schedule' and 'My Schedule History'), 'Team Time Tasks' (with sub-items 'Edit and Approve Time', 'Review Time', 'Enter Time for Worker', and 'Assign Custom Work Schedule'), and 'Team Time Reports'.

## Filter

Filter by Date and Review Category.

**Edit and Approve Time**

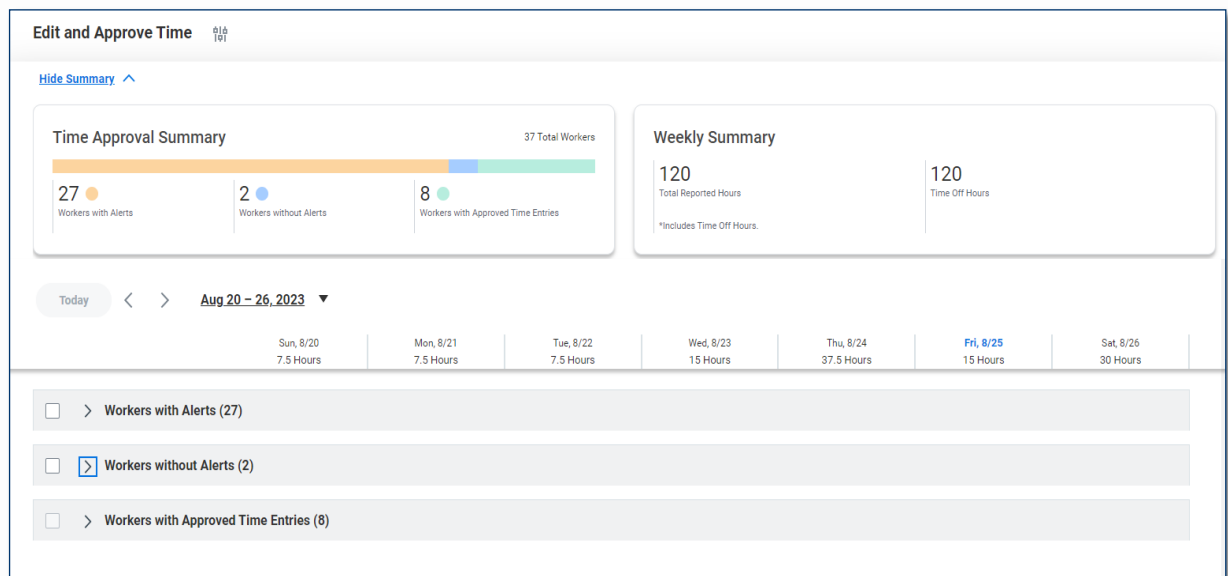
Date \* 08/29/2023

Review \*  Direct Reports only  
 By Organization  
 By Worker

OK Cancel

## 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

| Today  | Sun, 8/6<br>75 Hours | Mon, 8/7<br>97.5 Hours | Tue, 8/8<br>127.5 Hours    | Wed, 8/9<br>71 Hours  | Thu, 8/10<br>75 Hours | Fri, 8/11<br>105 Hours | Sat, 8/12<br>82.5 Hours |
|--|----------------------|------------------------|----------------------------|-----------------------|-----------------------|------------------------|-------------------------|
| <input type="checkbox"/> Workers with Alerts (2)   |                      |                        |                            |                       |                       |                        |                         |
| <input type="checkbox"/> P17830 Supervisor, Animal Re...<br>1 Warning<br><b>NOT SUBMITTED</b>          |                      |                        |                            |                       |                       |                        |                         |
| <input type="checkbox"/> P3111 Animal Technician 3<br>33.5 Hours<br>2 Warnings<br><b>NOT SUBMITTED</b> |                      |                        | Regular Hours<br>7.5 Hours | Vacation<br>3.5 Hours | Vacation<br>7.5 Hours | Vacation<br>7.5 Hours  | Vacation<br>7.5 Hours   |

### Workers without Alerts, expanded

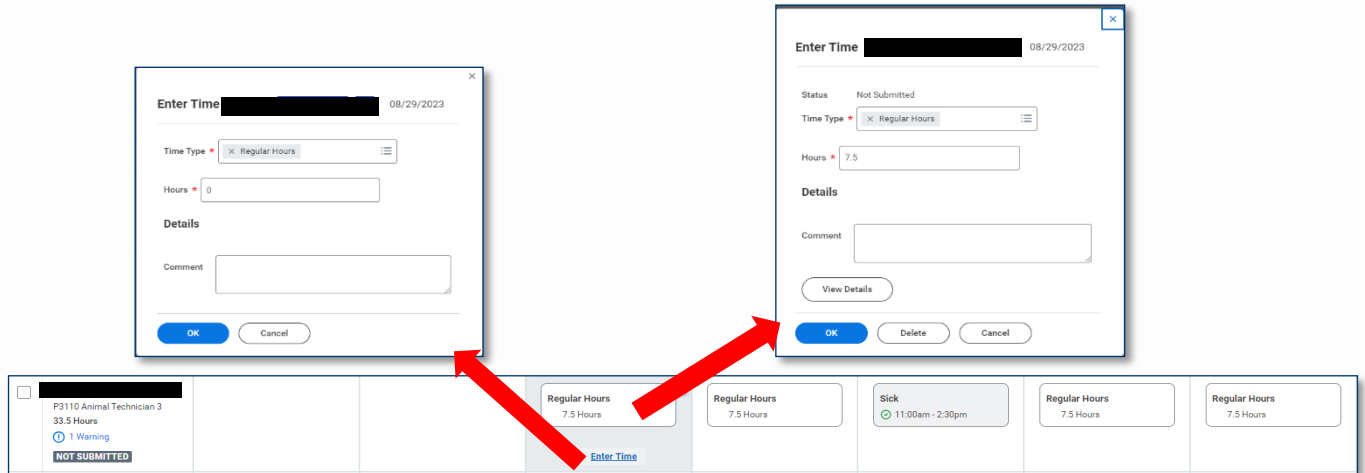
|   |                            |                            |                            |                            |                            |                            |  |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|
| <input type="checkbox"/> Workers without Alerts (17)  |                            |                            |                            |                            |                            |                            |  |
| <input type="checkbox"/> P240115 Animal Technician III<br>37.5 Hours<br><b>NOT SUBMITTED</b>  | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours |                            |  |
| <input type="checkbox"/> P1516 Animal Techn Animal R...<br>37.5 Hours<br><b>NOT SUBMITTED</b> |                            | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours | Regular Hours<br>7.5 Hours |  |

### Workers with Approved Time Entries, expanded

|   |  |  |                       |                       |                       |                       |                       |
|---|--|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Workers with Approved Time Entries (1)                     |  |  |                       |                       |                       |                       |                       |
| <input type="checkbox"/> P1518 Animal Technician 3<br>37.5 Hours<br><b>APPROVED</b> |  |  | Vacation<br>7.5 Hours | Vacation<br>7.5 Hours | Vacation<br>7.5 Hours | Vacation<br>7.5 Hours | Vacation<br>7.5 Hours |

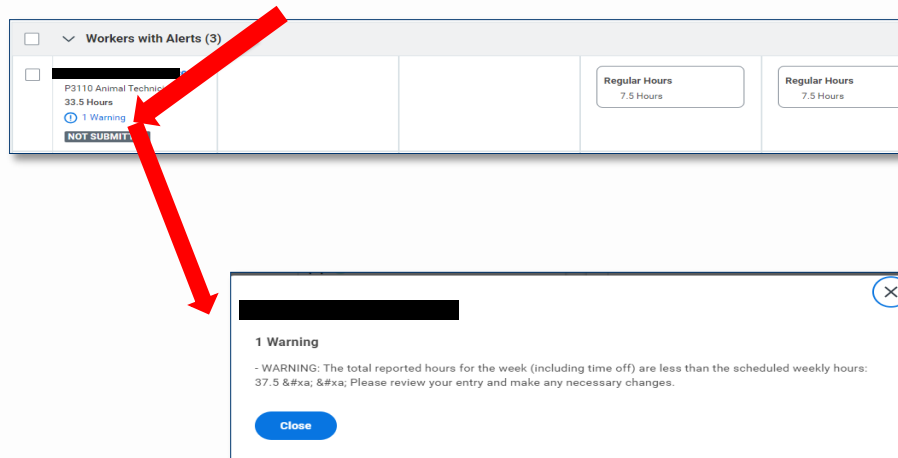
## Changing the Time Card

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



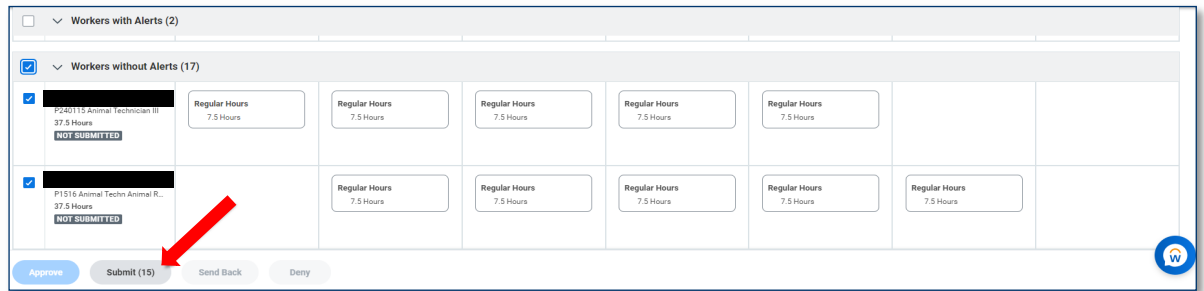
## Reviewing Alerts

Click on the alert to view details.

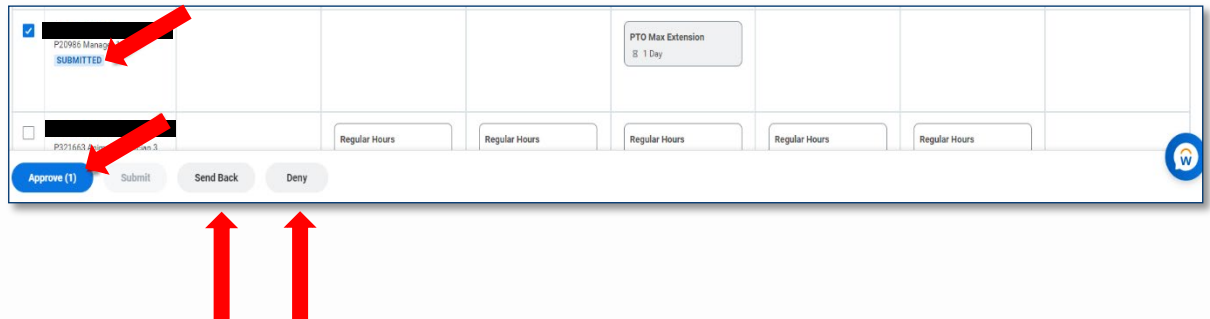


## Approve and Submit

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  
[employee.services@yale.edu](mailto:employee.services@yale.edu)  
203-432-5552

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