

Human Resources



WORKDAY

Quick Review Option On Manager's Home Page

Yale *Learn and Grow*

FUNCTIONAL LEARNING

Quick Review now displays within Awaiting Your Action for managers to see:

- Time off (Initiation and Correction)
- Leave of Absence (Initiation and Return to Work)

Managers also have Quick Access to the View Payslip tasks.

The screenshot displays a section titled "Awaiting Your Action" with a three-dot menu icon in the top right corner. It contains two task entries, each with a calendar icon on the left and a "Quick Review" button on the right. The first entry is for "Time Entry: [redacted] - 34 Hours from 07/30/2023 to 08/05/2023" and the second is for "Time Entry: [redacted] 30 Hours from 07/30/2023 to 08/05/2023". Both entries are dated "My Tasks - 16 day(s) ago". At the bottom left, there is a link "Go to My Tasks (13)". The "Quick Review" button for the first entry is highlighted with a green rectangular border.

Questions about this course? Contact:

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