# STUDENT SUPERVISOR: TIME APPROVAL

When students reporting to you enter and submit work hours in Workday, an action task for review and approval will appear in your Workfeed. **Student's time should be approved every Friday by 5:00pm.** Follow the steps below to approve work hours in Workday.

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Review and Approve Time

1. Move your cursor over the student **Time Entry** task in the **Actions** tab of your **Workfeed** and click the **Review** button to display a summary of the student worker's hours:
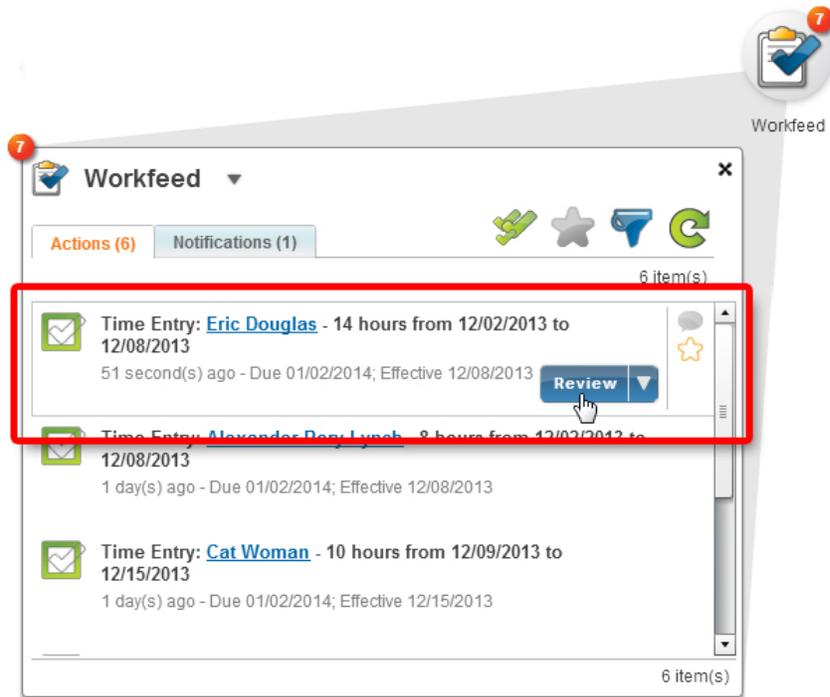
2. Click the **More** link to view timesheet details:
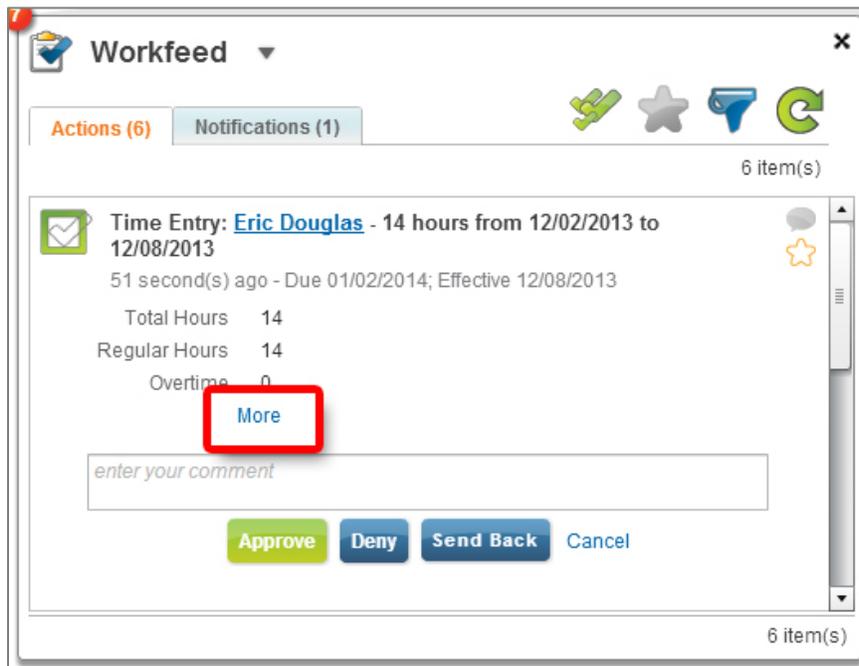
3. If work hours are correct, click the **Approve** button to continue:

If any changes are needed, you can return the timesheet to the student for correction or revise the hours yourself.

- **Revise hours:** Click the desired time box in the calendar and make revisions in the pop-up window (round hours to the nearest quarter hour).
- **Send Back:** Use if there is a mistake in the time entered. The student worker will be required to make a change to the hours and re-submit for approval. Click Send Back and enter your comments in the pop-up window. The student will receive notification with your comments.

- **Deny:** Deny will cancel the timesheet. Use the Send Back option to request corrections.

4. After approving the student's time, any remaining Time Entry tasks from your Workfeed will be listed in the **Others Awaiting My Action** section. Select the desired link and complete additional review and approval tasks as indicated in the previous steps:

View Timesheet Status

Follow the steps below to check the timesheet status for each of your student workers.

1. Click the **My Team's Time** worklet on your Workday **My Team** landing page. This summary will display the entered hours and approval status of each of your student workers:

Enter Time for a Student Worker

If the student worker fails to enter time, you can enter it for them. Follow the steps below to enter hours for a student.

1. Click the **My Team's Time** worklet on your Workday **My Team** landing page. In this example, you notice that one student has not entered time for the week. Click the **Related Actions icon** to the left of the student's name to view available actions:

2. Select **Time and Leave** in the Available Actions menu, then click **Enter Time** to continue:
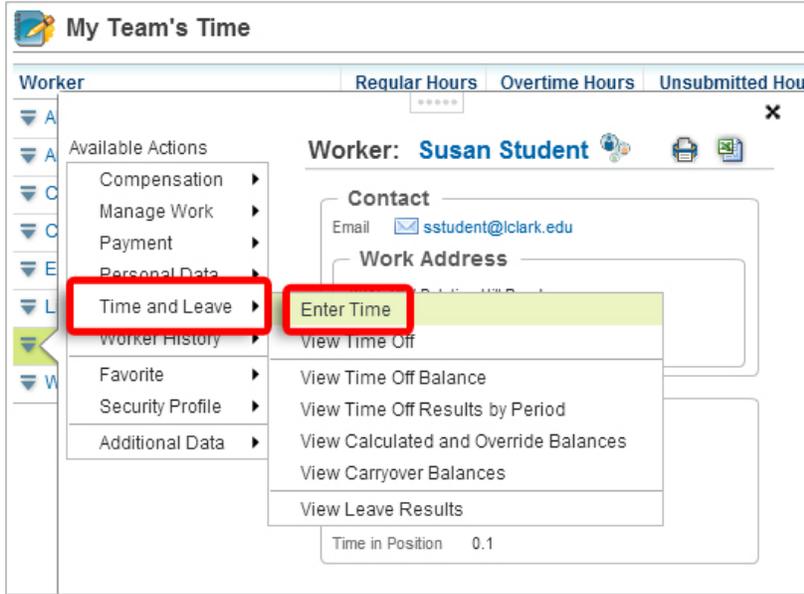
3. Click OK to open the student's timesheet:
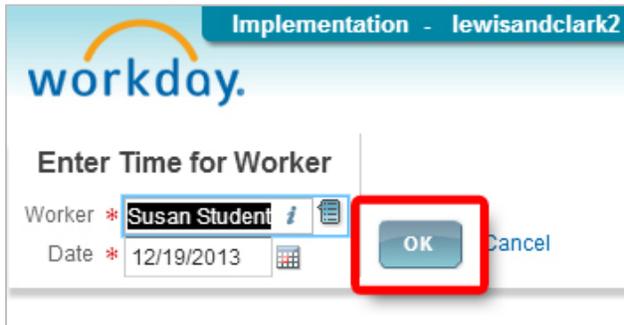
4. This is the student's timesheet. Use the arrows on either side of the date range to navigate between weekly timesheets. As hours are entered, the total is displayed in the upper right corner of the screen.
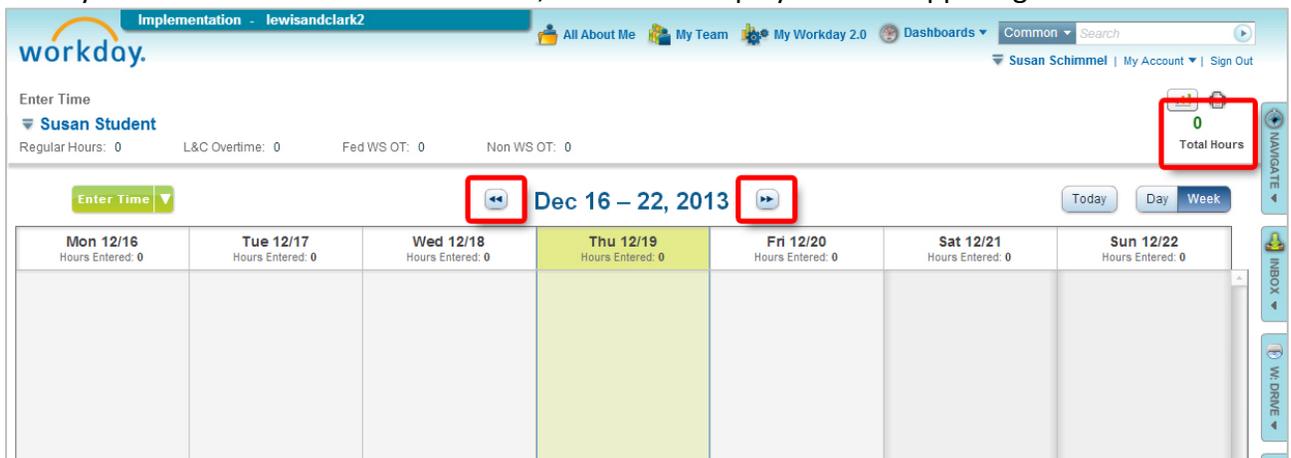
5. To enter hours into the timesheet calendar, click in the desired day column, then click the **Enter Time** box:
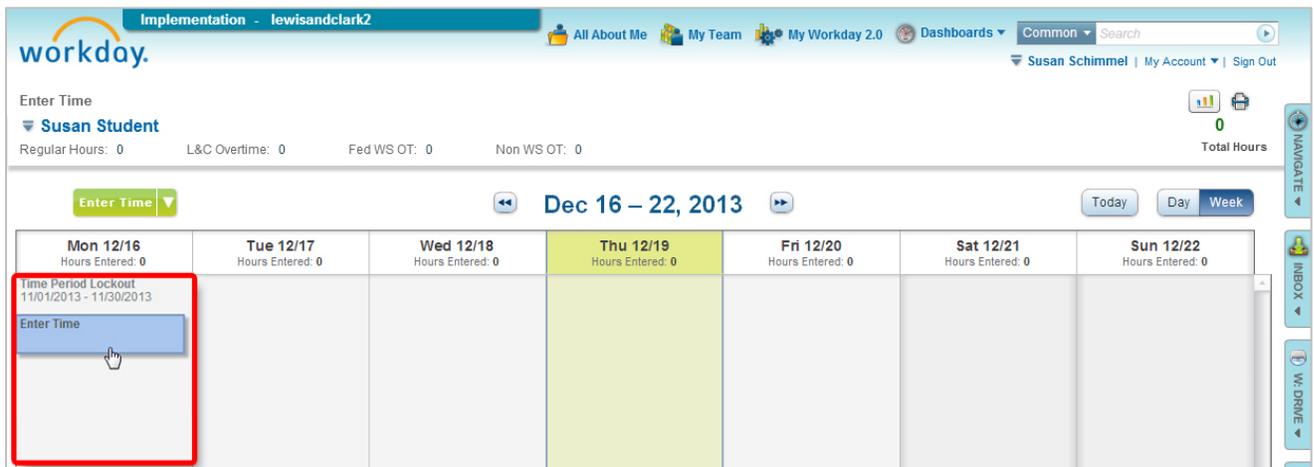
6. Click the **Prompt icon** next to the **Time Type** field and select the appropriate Time Type designation for the student's job:
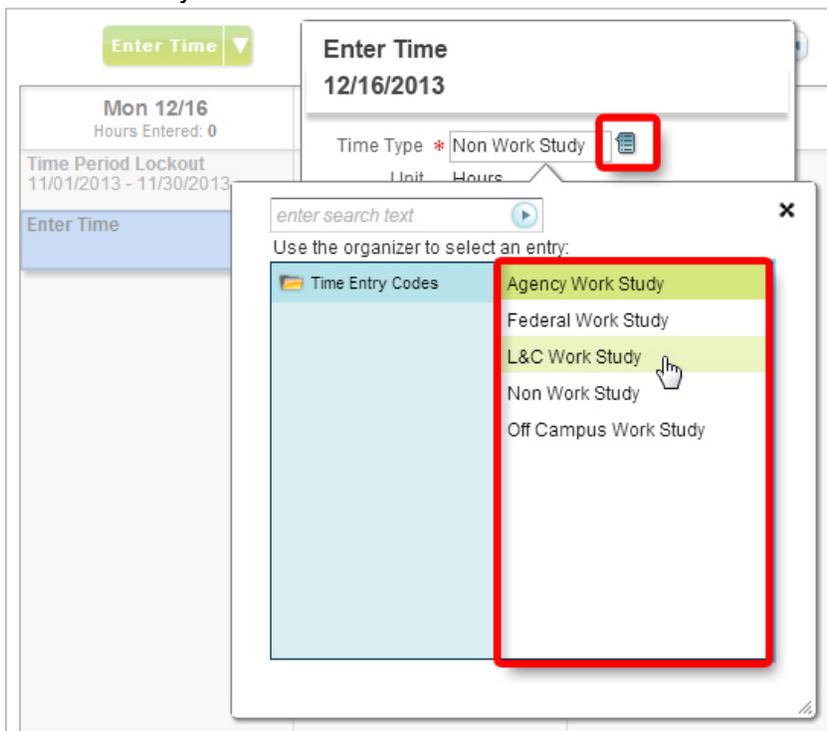
7. Enter the total hours for the day in the **Quantity** field, then click **OK** to close the time entry window. Follow the steps above to enter additional hours into the timesheet calendar.

8. When finished entering hours for the student, click the **Submit this Week** button to continue:

9. Click the **Submit** button to confirm the student's hours:

10. Click the **Close** button to complete time entry for the student:
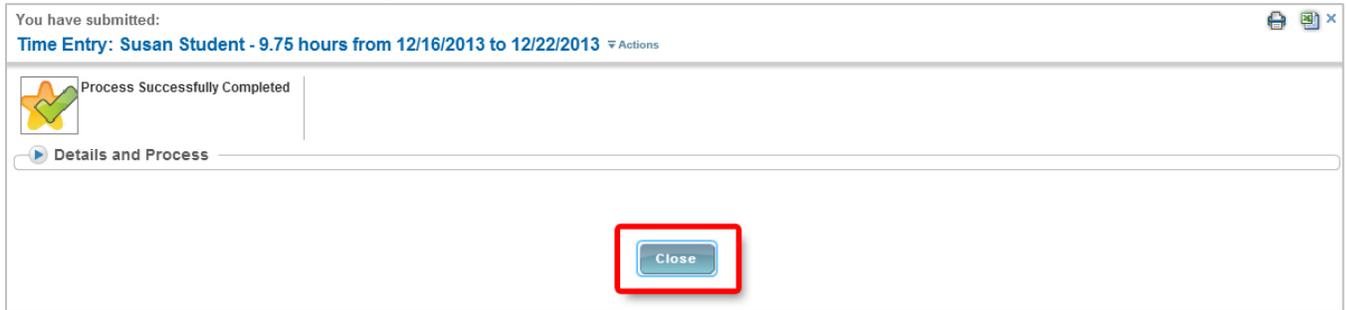
11. Click the **My Team** link at the top of the screen to close the timesheet screen:
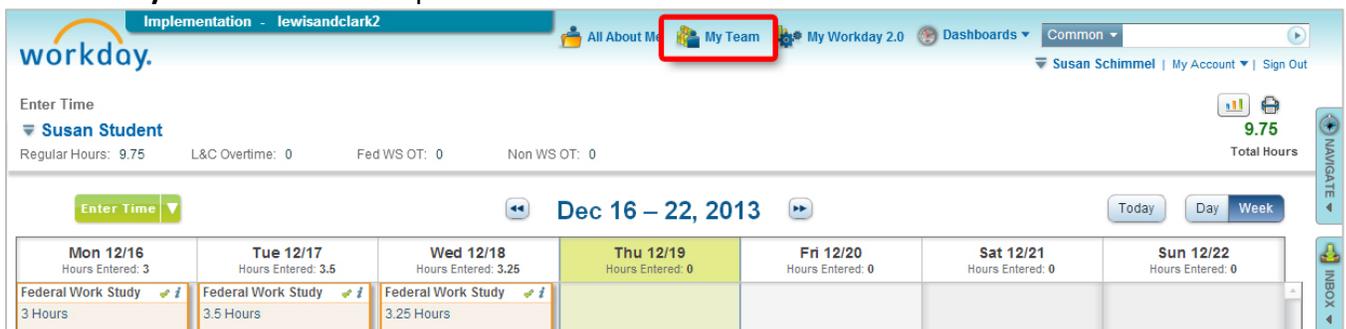
12. Since you entered hours for the student, they are automatically approved as indicated in the **My Team's Time** worklet and no separate review and approve action is generated for your Workfeed: