

Timekeepers do not approve time, they are only responsible for validating the hours worked. Managers are responsible for approving employee's time.

Approve or Send Back Submitted Time

From your Inbox complete the following:

Sandbox - clevelandmetroschools

workday

Stephanie Allen (433434)

Inbox

Actions 3 Archive

Viewing: All Sort By: Newest

Time Entry: Amy J Petkovsek (988985) - 0 hours from 12/17/2016 to 12/30/2016
33 second(s) ago - Effective 12/23/2016

Time Entry: Heather Szudarek (242424) - 0 hours from 12/17/2016 to 12/30/2016
4 minute(s) ago - Effective 12/23/2016

Time Entry: Daniel Lewis (181885) - 0 hours from 12/17/2016 to 12/30/2016
5 minute(s) ago - Effective 12/23/2016

Time Entry Approval Time Entry: Amy J Petkovsek (988985) - 0 hours from 12/17/2016 to 12/30/2016

Days Worked 4.5 Supplemental Time (Hours) 0 Time Offs 0

33 second(s) ago - Effective 12/23/2016

Worker Amy J Petkovsek (988985)

Daily Totals 5 items

Date	Type	Hours
Mon, 12/19	Checked In	0
Tue, 12/20	Checked In	0
Wed, 12/21	Checked In	0
Thu, 12/22	Checked In	0
Fri, 12/23	Checked In	0

Entries to Approve 5 items

Date	Type	Time Block Reported Quantity	Units	Comment	Details
Mon, 12/19	Checked In	1	Day		Q
Tue, 12/20	Checked In	1	Day		Q
Wed, 12/21	Checked In	1	Day		Q
Thu, 12/22	Checked In	1	Day		Q
Fri, 12/23	Checked In	0.5	Day		Q

Approve Send Back Close

1. Select the required task.
2. Review the time entry details in the Entries to Approve section.
Note: If you need to see additional details for the time entry, click **Q** to the right of the require item.
3. Click **Approve, Send Back, or Close**.
Note: When sending the request back to be corrected, be sure to enter an explanation in the **Reason** field, and then click **Submit**.
4. Click **Done**.

For additional information on correcting an employee's time, click one of the following links:

- [Enter & Correct Employee Time - Time Clock Users](#)
- [Enter & Correct Employee Time - Web Calendar Users](#)