

Manager- Approve, Send Back, or Deny Submitted Time

The following steps detail how to approve a worker's submitted time from a manager's My Tasks section as part of a business process. However, managers can also approve time from other areas of Workday, such as within the Review Time report.

From My Tasks (Middle folder icon to the right of the screen):



Periods 12/29/2024 - 01/11/2025 (Biweekly)

1. Access and review the submitted time entry.
2. In the Details column, select the magnifying glass icon's **Related Actions** to view more information.

Entries to Approve							
5 items							
Date	Position	Type	Time Block Reported Quantity	Units	Worktags	Time Block Comment	Related Actions
Mon, 8/12	Facilities Administrator, Property Management - USA Group	New Corporate Headquarters > Masonry > Lay Masonry at Core, Mechanical and Toilets (07/01/2024 - 01/24/2025)		3 Hours	Cost Center: 34000 Facilities Location: Boston		
Tue, 8/13	Facilities Administrator, Property Management - USA Group	New Corporate Headquarters > Masonry > Lay Masonry at Core, Mechanical and Toilets (07/01/2024 - 01/24/2025)		4 Hours	Cost Center: 34000 Facilities Location: Boston		
Wed, 8/14	Facilities Administrator, Property Management - USA Group	New Corporate Headquarters > Masonry > Lay Masonry at Core, Mechanical and Toilets (07/01/2024 - 01/24/2025)		1 Hours	Cost Center: 34000 Facilities Location: Boston		
Thu, 8/15	Facilities Administrator, Property Management - USA Group	New Corporate Headquarters > Masonry > Lay Masonry at Core, Mechanical and Toilets (07/01/2024 - 01/24/2025)		5 Hours	Cost Center: 34000 Facilities Location: Boston		

3. Select **Approve**, **Send Back**, or the **More** button to deny, or close. If you deny or send back the request, you will need to enter a reason.
4. After approving, select **View Details** from the pop-up.
5. Select the **Details and Process** arrow.
6. Select the **Process** tab to verify the submitted information is correct.