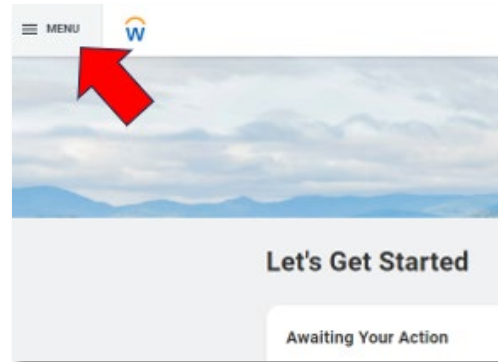


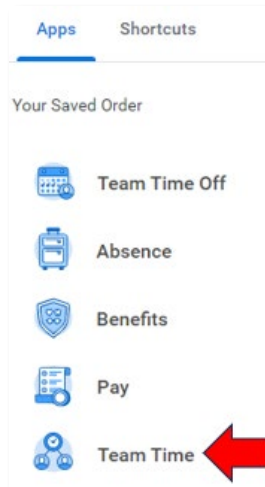
## Approving Your Team's Time

At the end of each week, you will need to approve your hourly employee's submitted time.

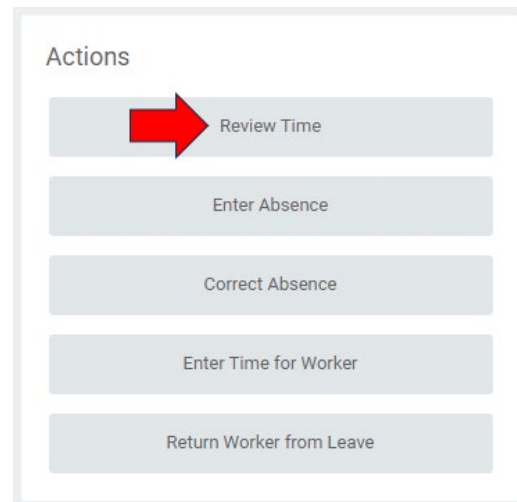
1. On your Workday homepage, select the **Menu** on the top left of the screen.



2. Select **Team Time**.



3. Under Actions, select **Review Time**.



- You can select a specific **date**, or leave it on today's date if you are approving the current week's time.

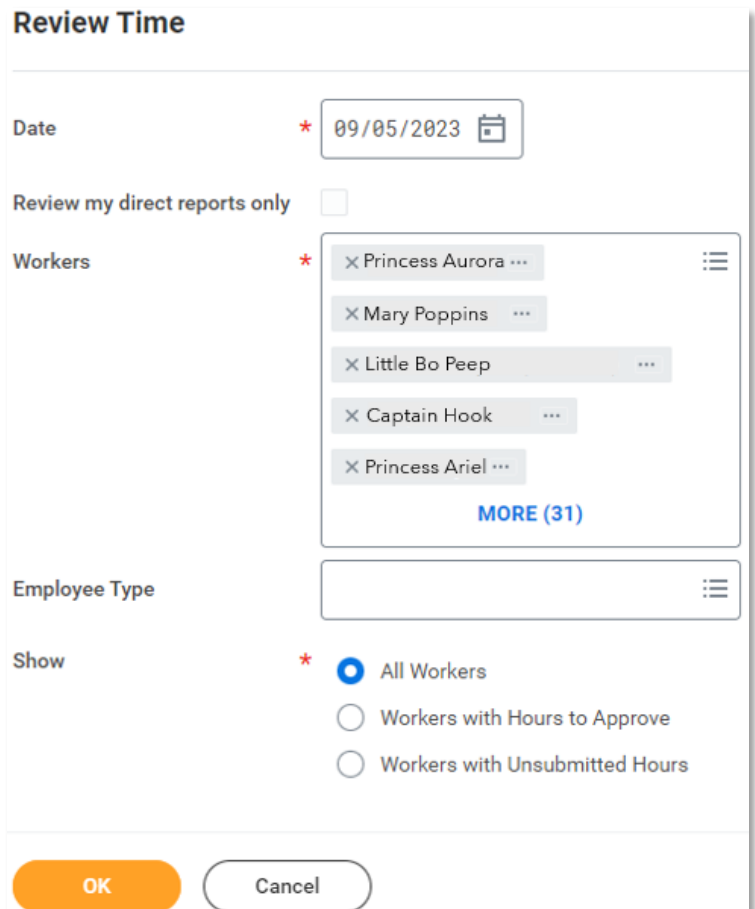
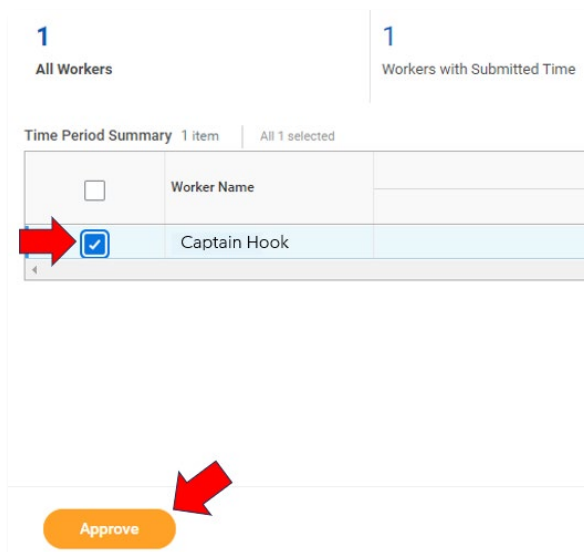
Be sure "Review my direct reports only" is unchecked.

You can select a specific worker, or all of your **workers**. If you are approving all your hourly employee's timesheets, we recommend selecting all of your workers.

You may specify to **show** All Workers, only Workers with Hours to Approve (meaning workers that have submitted their time), or specifically Workers with Unsubmitted time.

Click **OK**

- Check the box** next to the employee's you are wanting to approve time for. Click **Approve**.

1	1
All Workers	Workers with Submitted Time
Time Period Summary 1 item   All 1 selected	
<input type="checkbox"/>	Worker Name
<input checked="" type="checkbox"/>	Captain Hook



# Time & Absence Approver Guide

*Note: If you see your employee did not submit their time, please ask them to do so.*

*If they are unreachable, you may submit their time on their behalf by going to Team Time > Enter Time for Worker > select the date and employee > click the orange Review on the bottom right > Submit.*

**Timesheets MUST be approved by Monday night of pay weeks.**