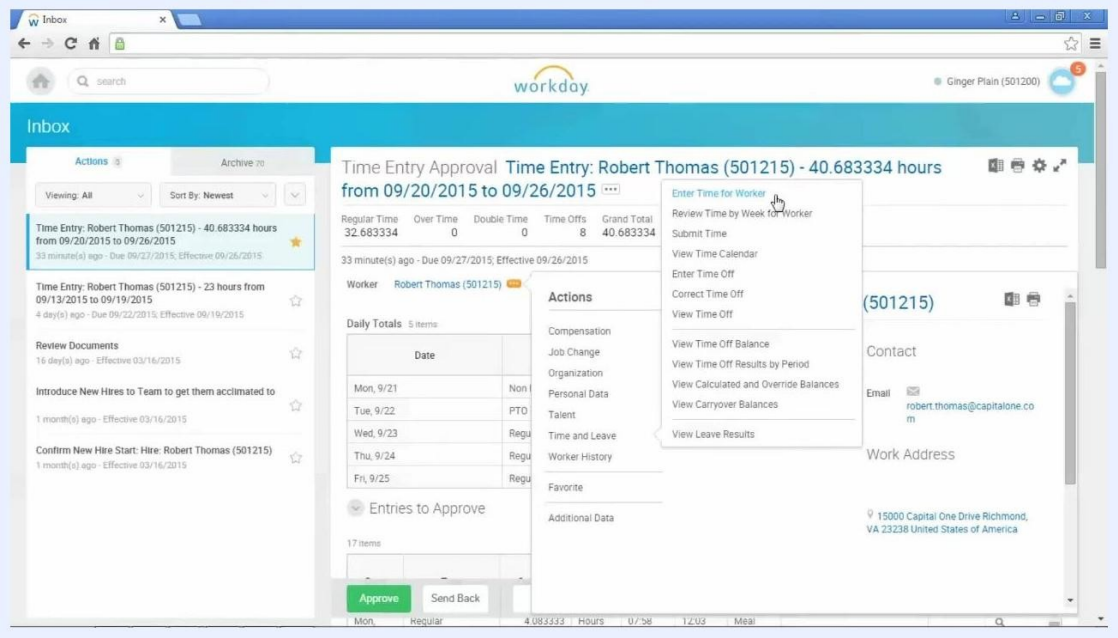
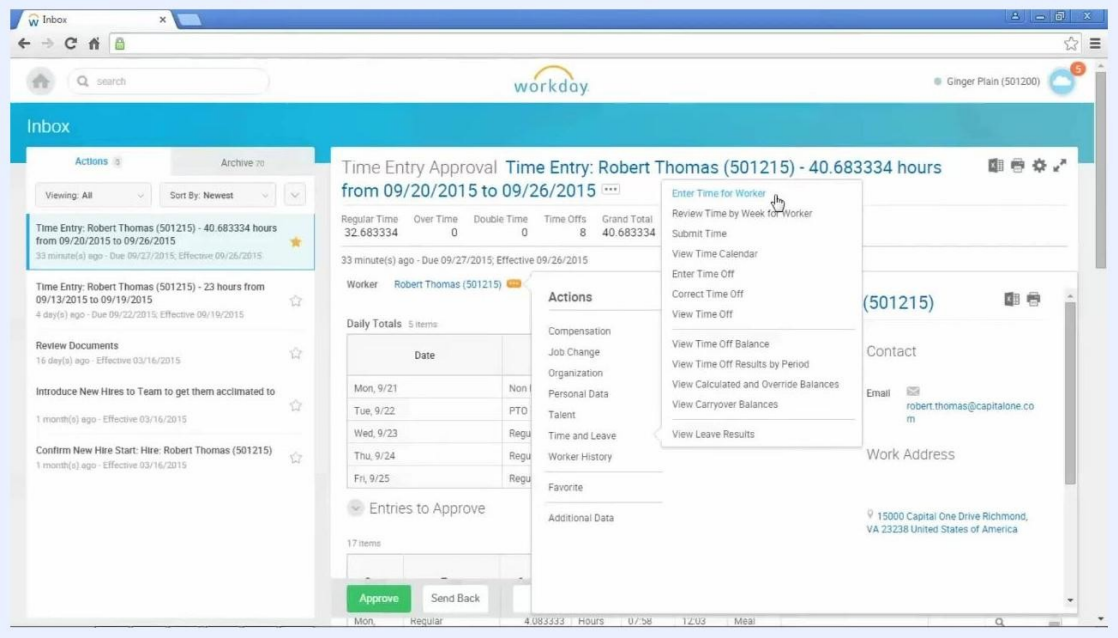
# How to Approve Time in Workday

This guide walks you through how to approve time in Workday for your direct reports, from receiving a time entry request in your inbox to finalizing it for payroll. You'll also learn how to review time details, send an entry back for corrections, and locate approved time cards afterward.



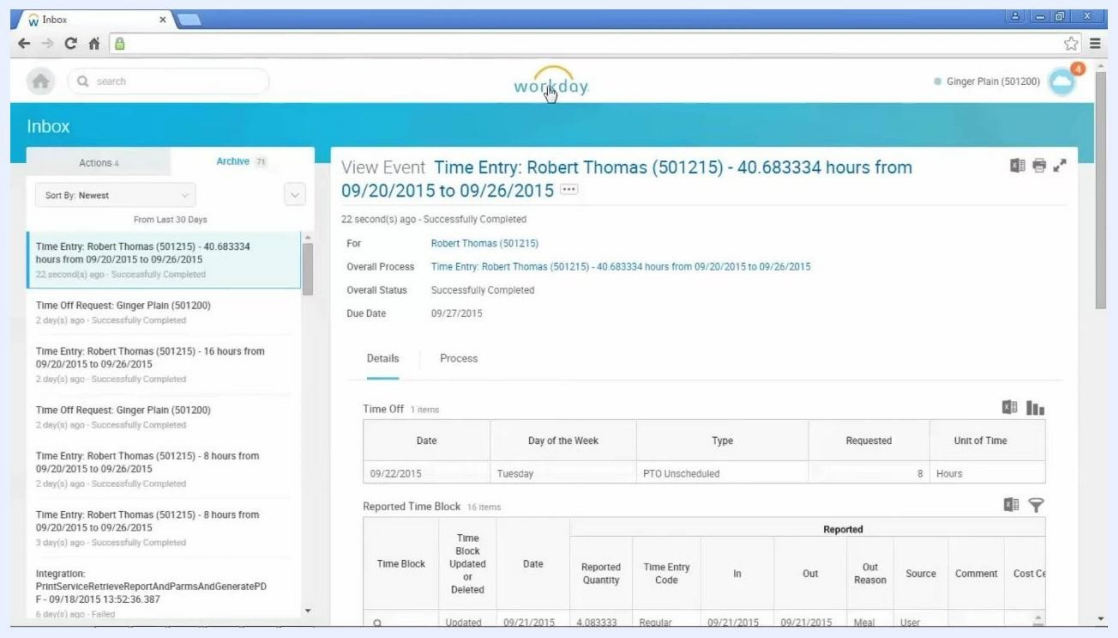

Workday Inbox with Approve and Send Back buttons visible, cursor positioned on Send Back, showing time entry details for Robert Thomas



Workday Inbox with the Approve button highlighted for Robert Thomas's time entry

## Prerequisites

- You must have manager access to a Workday inbox.
- A direct report must have already submitted their worked time for the week.
- You should know how to navigate to Time and Leave actions for an associate if revisions are needed.



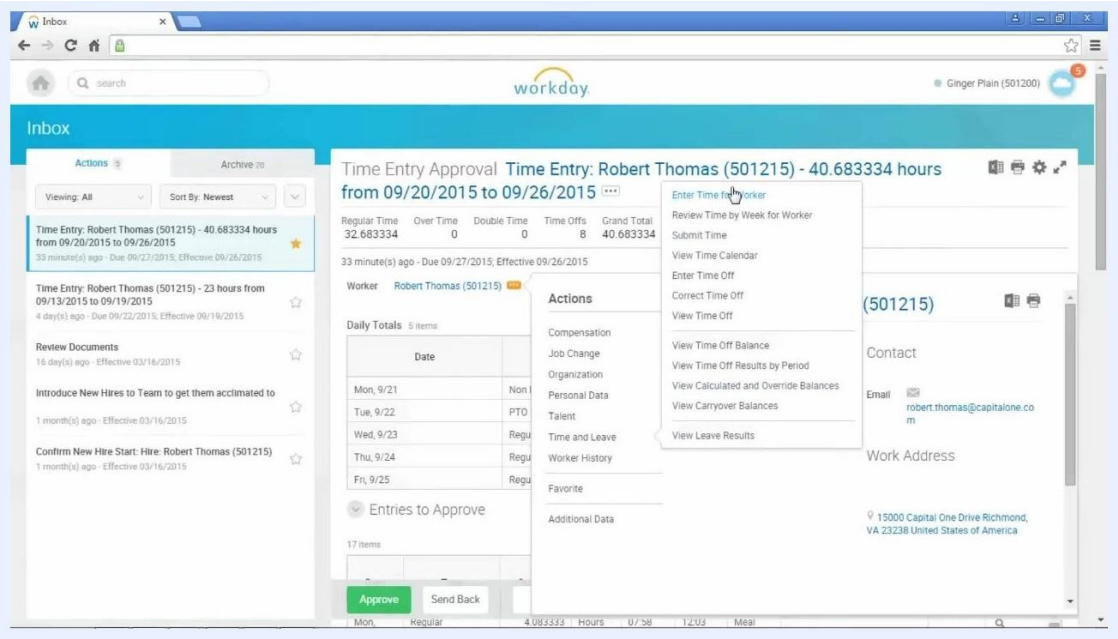

Workday logo on a plain background, indicating the end of the demonstration

## Step 1: Receive the approval request

Once a direct report submits their worked time, Workday automatically routes a time entry approval request to your inbox. No action is needed from you until this request arrives.

## Step 2: Access your Workday inbox

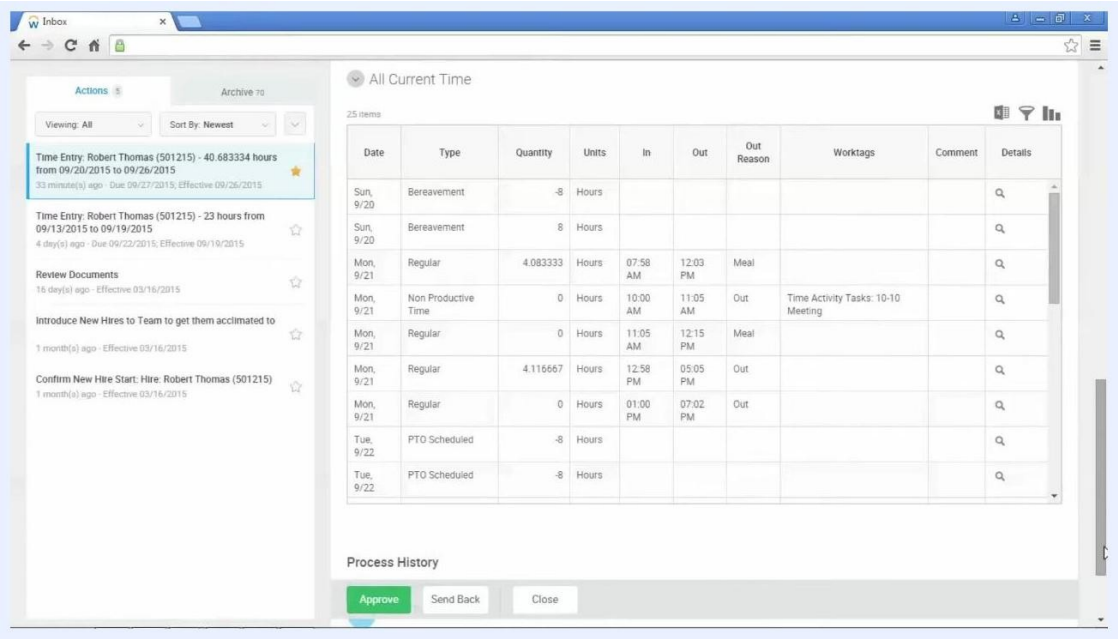
Click the Inbox icon on your Workday home screen. From the list of pending items, locate and select the relevant time entry request — for example, "Time Entry: Robert Thomas (501215) - 40.683334 hours from 09/20/2015 to 09/26/2015."




Actions menu open for the associate, showing the "Enter Time for Worker" option

## Step 3: Review the time entry summary

At the top of the time entry message, check the summary totals: Regular Time, Over Time, Double Time, Time Offs, and Grand Total. Below the summary, review the Daily Totals table, which breaks down hours by date and type (for example, Regular, PTO Unscheduled, or Non Productive Time).



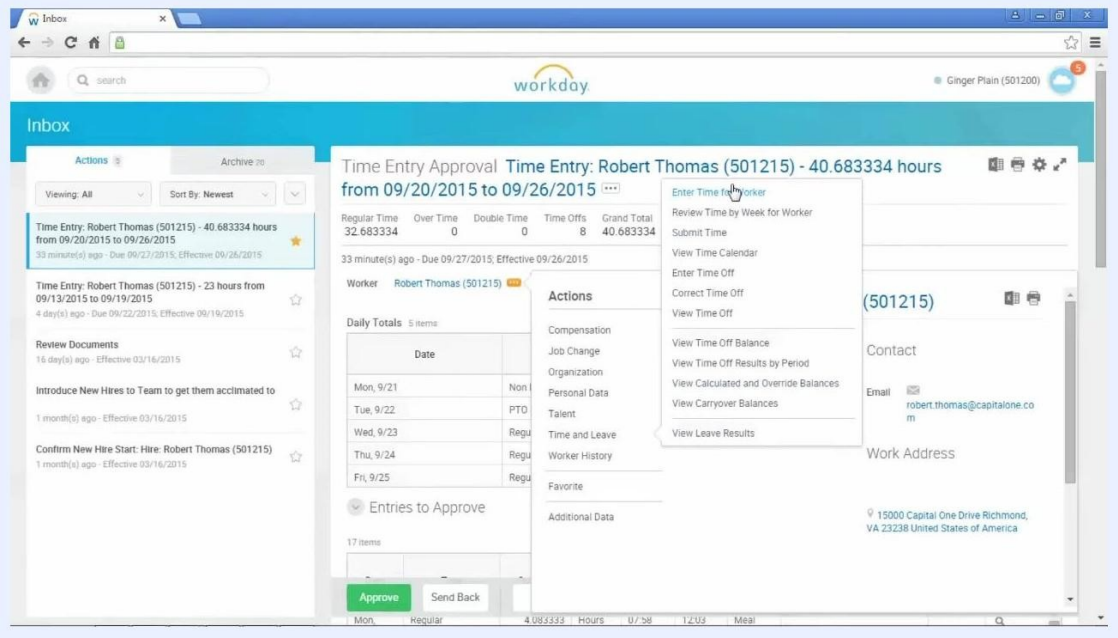

All Current Time section showing a detailed breakdown of weekly time entries

## Step 4: Understand the two time sections

Each time entry request includes two sections:

- Entries to Approve — lists days and times that have not yet been approved.

- All Current Time — shows all time entered for the week, including both previously approved and pending entries.

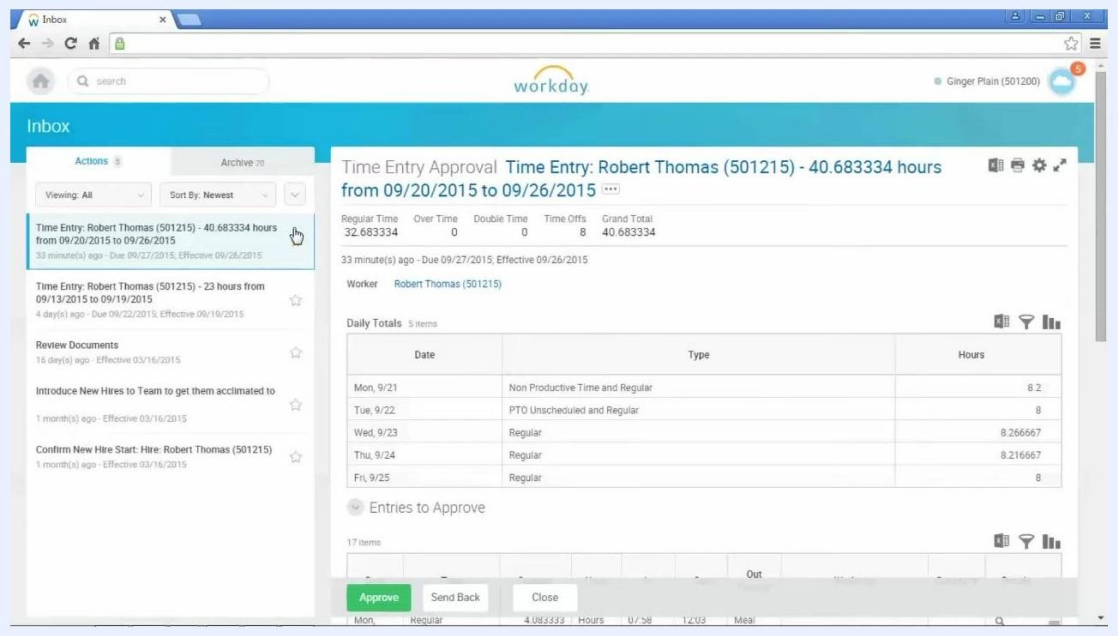



Pop-up window showing reported, calculated, and history tabs for a specific time entry

If no time has been approved yet for the week, both sections display identical information.

## Step 5: View additional entry details

To inspect a specific time entry more closely, click the Related Actions button located next to the magnifying glass icon on that time block. In the pop-up window, open the History tab to see when the entry was created, modified, or approved, along with details such as worker, date, status, reported hours, clock-in and clock-out times, and any out reason (for example, "Meal").




Inbox view of a selected time entry approval request, showing summary totals and daily breakdown for Robert Thomas

## Step 6: Approve or revise the entry

If the time entry is accurate, click the Approve button at the bottom of the screen to finalize it.

If revisions are needed instead:

- Click the Related Actions button next to the associate's name.
- Navigate to Time and Leave > Enter Time for Worker.
- Make the necessary edits directly in the associate's time card and save your changes.

## Step 7: Submit the time card on behalf of the associate (if needed)

If it's the end of the work week and no further time will be added, you can submit the time card on behalf of your associate. This helps ensure timely processing and keeps the submission within payroll deadlines.

## Step 8: Send the entry back for edits (if necessary)

If the associate needs to make corrections, click the Send Back button at the bottom of the time entry approval screen. Before doing so, confirm the associate is available to receive and act on the changes, and communicate with them directly about what needs correcting. Use the Comments section to provide clear instructions on the required edits.

## Step 9: Approve the finalized time entry

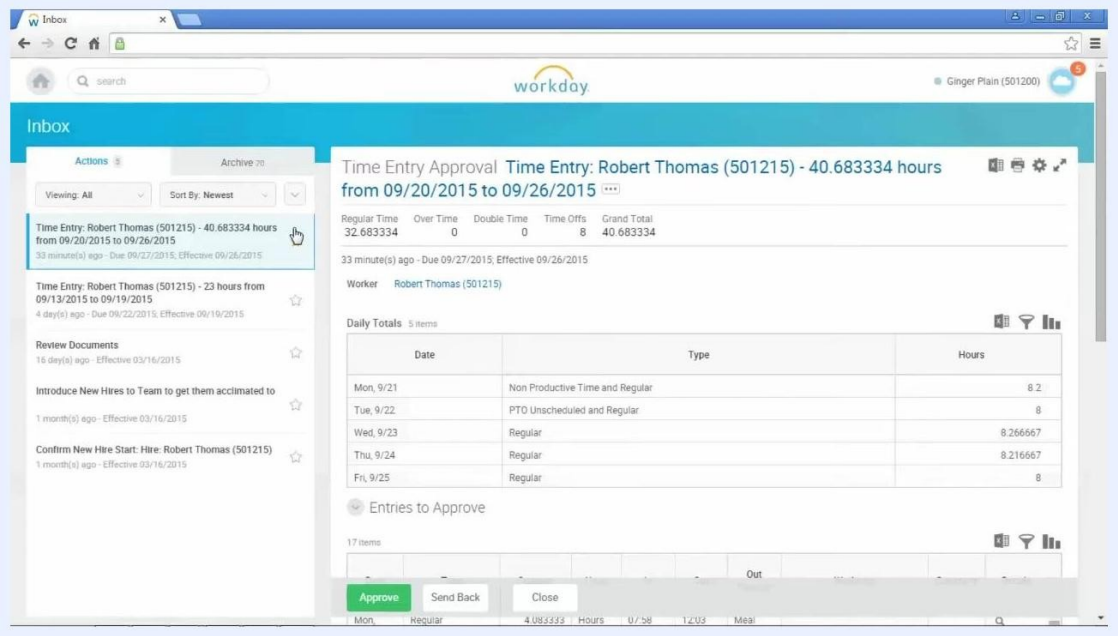
Once the time entry is correct and complete, click the Approve button at the bottom of the screen. This finalizes the time card for payroll processing.

## Step 10: Understand inbox and archive behavior

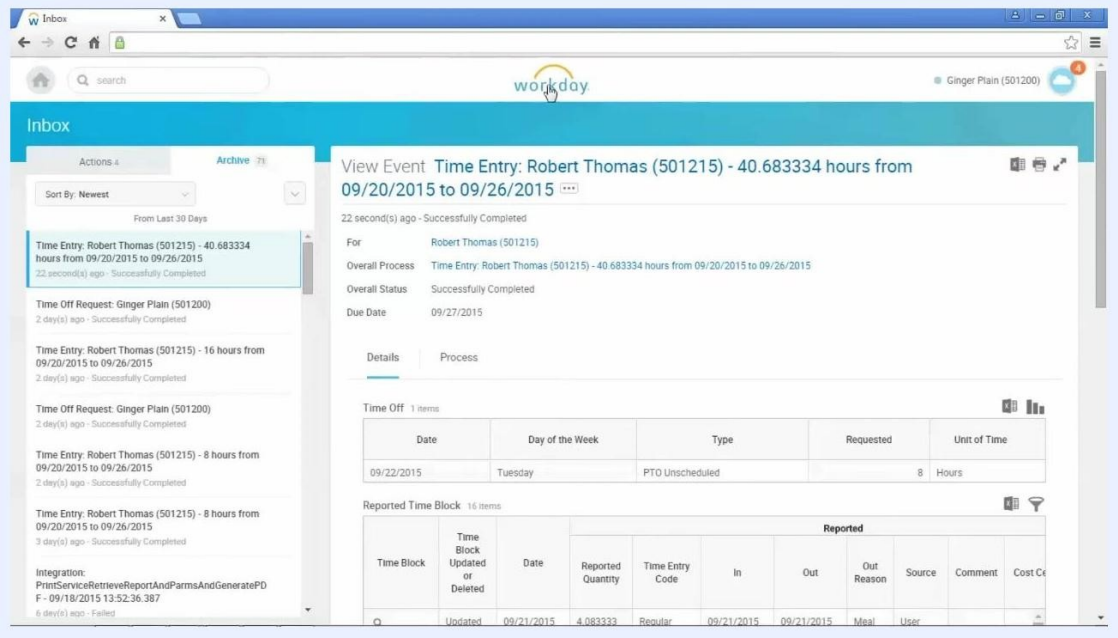
Inbox items remain in your Workday inbox until you take action by approving or sending them back. Once actioned, the item moves to the Archive tab of your inbox, where it stays available for 30 days before being automatically deleted.

## Step 11: Review approved time cards in the archive

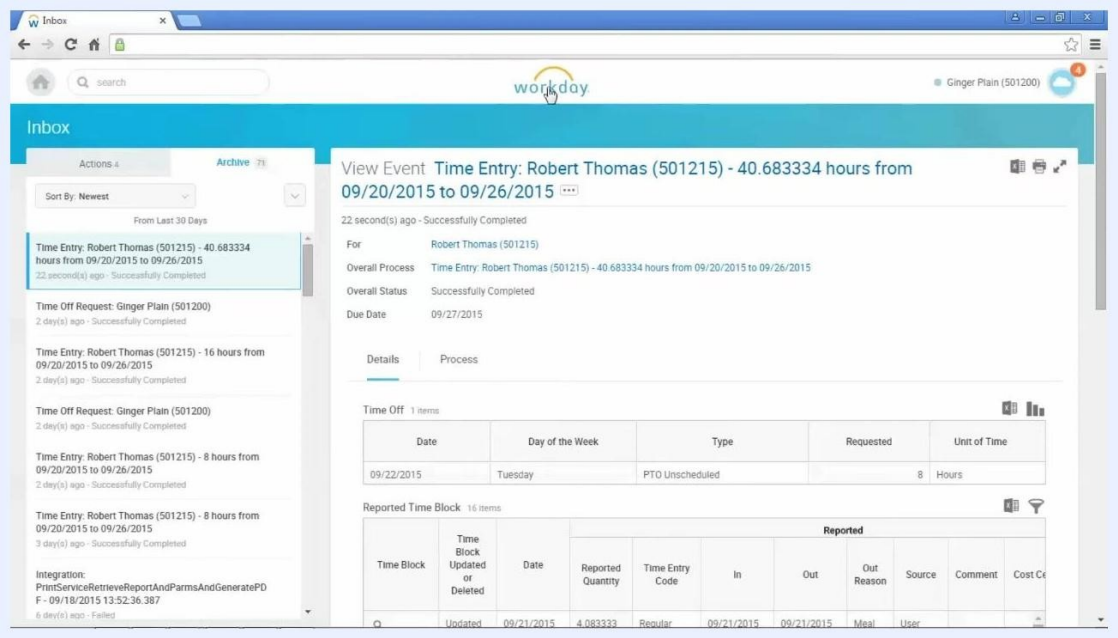
To check the details of an approved time card, go to the Archive tab in your inbox and select the relevant entry. You'll see the approval status along with a detailed breakdown of reported time blocks and time off — for example, "Time Entry: Robert Thomas (501215) - 40.683334 hours from 09/20/2015 to 09/26/2015" will display as "Successfully Completed."




Workday home screen displaying the Inbox icon with pending items, including a time entry request for Robert Thomas



Workday Inbox showing the Archive tab with a completed time entry for Robert Thomas




Archive tab open in the Workday Inbox, showing a successfully completed time entry with detailed breakdown for Robert Thomas

## Compliance reminder

Managers are required to approve time cards every Monday by 10 a.m. Eastern Standard Time to ensure timely payroll processing.

## What's next

Now that you know how to approve time in Workday, make it a habit to check your inbox regularly so time entries don't accumulate. If you ever need to confirm an approval after the fact, remember that archived entries remain accessible for 30 days before they're removed.