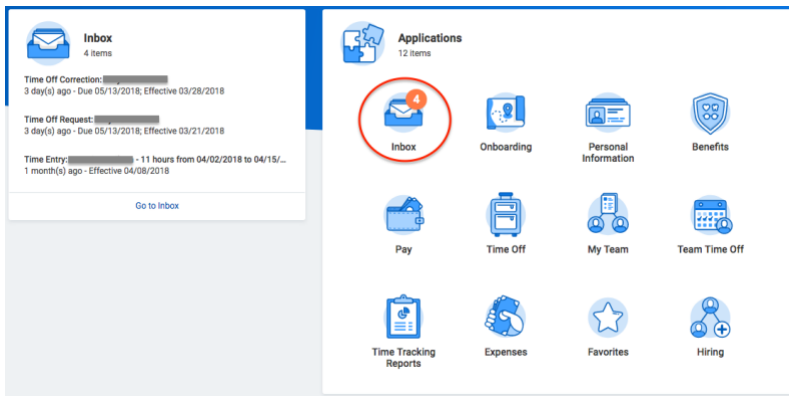


## Approving timesheets for non-timeclock employees

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Inbox icon in the Applications pane.



3. Timesheet approvals display by employee within the Actions tab on the left side of your screen. Click on the Action item to display the timesheet to the right side of your screen.

Entries to approve on each timesheet display by date, type and hours. Total hours will display at the top of the screen. If an employee revises and resubmits their timesheet, the updated entries will display in this top section.

Worker [Redacted]

Daily Totals 7 Items

Date	Type	Hours
Mon, 4/2	Hours Worked	1
Wed, 4/4	Hours Worked	1
Thu, 4/5	Hours Worked	1.5
Sun, 4/8	Hours Worked	4

4. Scroll down to see all entries for the pay period. Select the Related Actions button in the Details column to see additional information and history for each timesheet entry.

Entries to Approve

7 Items

Date	Type	Time Block Reported	Quantity	Units	In	Out	Out Reason	Comment	Details
Mon, 4/2	Hours Worked		1	Hours	01:00 PM	02:00 PM	Out		
Wed, 4/4	Hours Worked		1	Hours	01:00 PM	02:00 PM	Out		

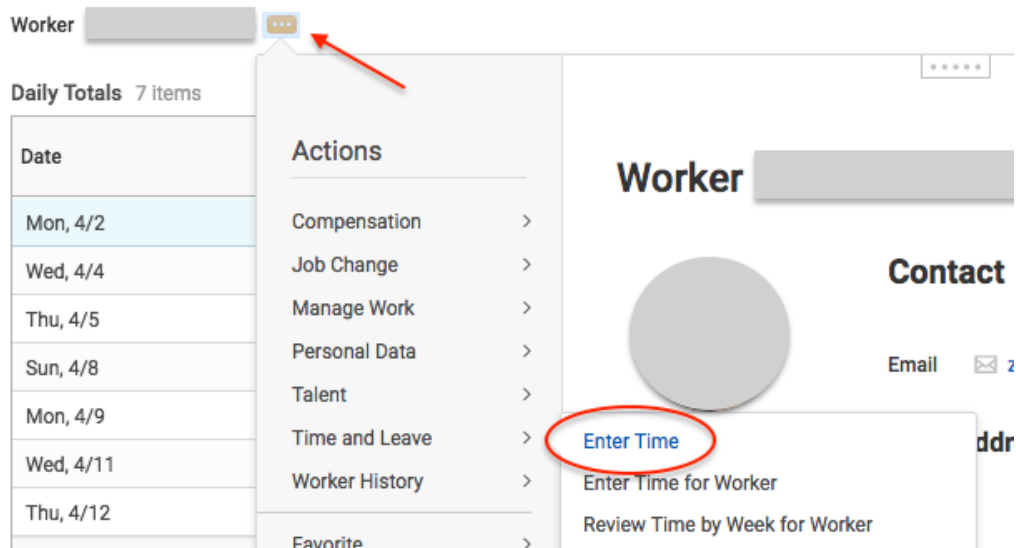
5. You may see that there are two entries for each timeblock. Please disregard the entries with "0" hours listed (This serves a purpose within the system that we are not using and unable to hide from view).
6. At the bottom of the Time Entry Approval screen you can either approve the timesheet, send it back to the employee or close out of the entry for later review/approval.
7. Sending back a timesheet to the employee prompts you to enter a reason. The employee will receive an email notification with your comments.

**Important:** Please do not send back timesheets after the 10:00am deadline for submission.

## Editing an Employee's Timesheet

1. If you would like to edit the employee's timesheet, hover over the Related Actions button next to the employee's name beside the Worker label.

The Worker label is under the first line of summary information in the Time Enter Approval report. Hover over Time and Leave and then click on Enter Time.



**Important:** Please direct changes to Payroll (x7070) after the noon deadline for approvals.

2. In the Enter Time for Worker screen, enter the date for the week that you would like to view and/or edit, and then click OK.

This takes you to the weekly view of the employee's timesheet.

## Approving timesheets for non-timeclock employees

3. Click on the timeblock that you would like to edit.

	Mon 12/14 Hours: 8	Tue 12/15 Hours: 8	Wed 12/16 Hours: 8	Thu 12/17 Hours: 8	Fri 12/18 Hours: 8
	Time Period Lockout 11/30/2015 - 12/13/2015				Pay date 11/30/2015 - 12/13/2015
7 AM					
8 AM	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Submitted	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved
9 AM					
10 AM					
11 AM					
12 PM					
1 PM	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Approved	Hours Worked 1:00pm - 5:00pm 4 Hours ✓ Submitted
2 PM					
3 PM					
4 PM					
5 PM					

4. In the Enter Time screen, make your edits, and then click OK.
5. Click Submit.

**Important:** Submitting a timesheet on the employee's behalf will act as your approval and eliminates the need to return to your Inbox for this employee.