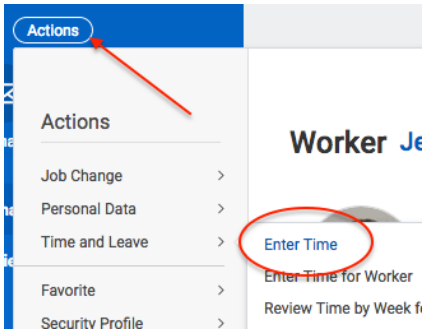
# Approving timesheets for timeclock employees

1. Log into Workday (https://workday.bowdoin.edu) using your Bowdoin username and password.
2. Click on the Time Tracking Reports Worklet.
3. A listing of employee timesheets to approve will display under the report titled Timesheet Status (reported hours only)
4. Hover next to the name of the first employee's timesheet that you want to approve and right click, then select "See in New Tab". (This will make it easier to get back to the report after approving each timesheet).

5. In the employee's record, click the Actions button > Time and Leave > Enter Time.




6. In the Enter Time for Worker screen, enter the date for the week that you are approving and then click OK.

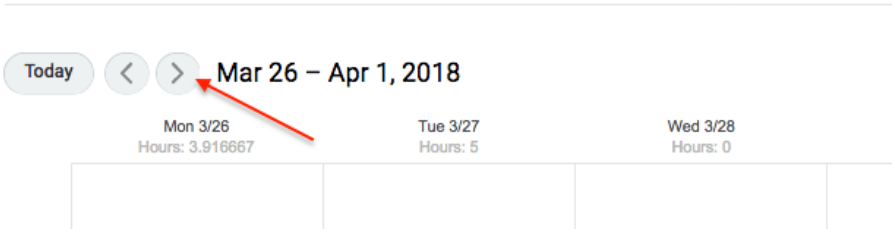
   This takes you to the weekly view of the employee's timesheet. Total hours for the week are listed across the top right side. Note: This is where the 30 minute auto lunch is deducted from the totals (for applicable employees).

7. Click on a timeblock if you need to make any changes.

8. In the Enter Time screen, make your edits, and then click OK.

   Clicking on the View Details button will show additional details about the timeblock.

9. Use the arrow button at the top of the week to scroll to the second week in the pay period to review.




10. Once both weeks are reviewed and you are ready to approve, select the Submit button from either week in the pay period.

    Submitting the timesheet will automatically approve it.

11. Close the tab in your browser and return to the tab with the Time Tracking Reports and refresh the page.

    As you submit each timesheet, it will disappear from the pending list and you can move onto the next employee in the list.

    You can continue to make changes to employee timesheets and approve/submit them until the pay period is locked.

## To make changes to an approved timesheet

You can continue to make changes to employee timesheets, even if they have already been approved, until the pay period is locked.

1. From anywhere in Workday, enter the name of the employee in the search box and open the employee's record.
2. Click the Actions button > Time and Leave > Enter Time.
3. In the Enter Time for Worker screen, enter the date for the week that you are changing, and then click OK.
4. Make changes to the timesheet and then click Submit.

   The timesheet is automatically reapproved when you submit the changes.