To approve current and future exception time

1. Log into the Workday dashboard and click on your Inbox in the upper right corner. Your Inbox icon is your picture or a small cloud icon Select Inbox from the dropdown menu.

2. All instances of time your employee(s) have requested will appear as separate actions in your inbox.

3. Review the details (and related comments) of each highlighted Time Off Request. You may review the employee’s time off balance, too. If the entry does not look correct, click on Send Back to return the Time Off Request to the employee with a comment. (S)he will receive an action in his/her Inbox.

4. Click Approve to approve the entry. Once submitted, the screen will display that the process has been successfully completed. Click Done. The approved action will be moved to the Archive section of your Inbox.

5. Repeat the process to approve additional Time Off Requests in your Inbox. Your approval will show as a green checkmark in the employee’s Time Off Request calendar.
6. If employees have entered exception time but you have not approved the records by the end of the month you will receive the following message in your Outlook Inbox:

One or more of your direct reports has entered time off for the month, but this request has not been approved, resulting in no time off for the month. Please log in to Workday and approve these requests if appropriate.