To approve timesheets for timeclock employees

Log into Workday and click on your Time Tracking Reports Worklet.

A listing of employee timesheets to approve will display under the report titled “Timesheets not submitted and pending approval for timeclock managers”.

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).

Next to the employee name, select the Related Actions button, hover over Time and Leave and then click on Enter Time.

The employee’s name will default. Enter the date for the week that you would like to view and/or edit.

Select OK.

For assistance call: 207-798-7070
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).

Click on a timeblock if you need to make an edit (08:00 AM to 12:00 PM in this example). Click on the Time Type menu to see the options (e.g., Sick, Vacation, Holiday) or update times.

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

Once your updates are complete, select OK.
Use the arrow button at the top of the week to scroll to the second week in the pay period to review.

Once both weeks are reviewed and you are ready to approve, select the Submit button from either week in the pay period.
When you return to the Time Tracking Reports, click on the gear icon and then refresh

and that timesheet should not appear in 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 access an employee’s timesheet that has already been approved.

Enter the employee name in the search box and select the search icon (magnifying glass) or hit ENTER.

From the Related Actions button next to the employee name, hover over Time and Leave and then click on Enter Time.

The employee’s name will default. Enter the date for the week that you would like to view and/or edit.

Select OK.

You can then make changes to the timecard and reapprove/submit.