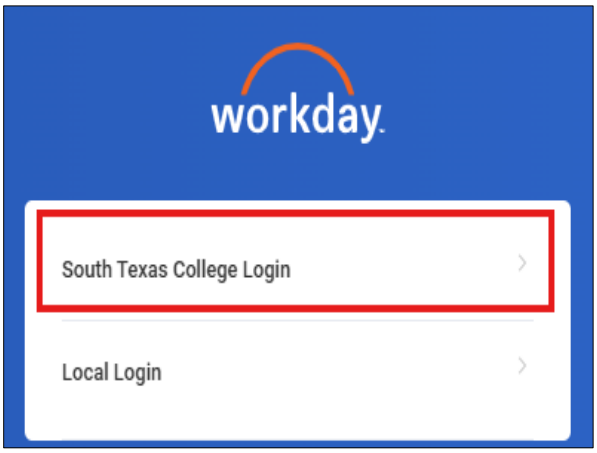
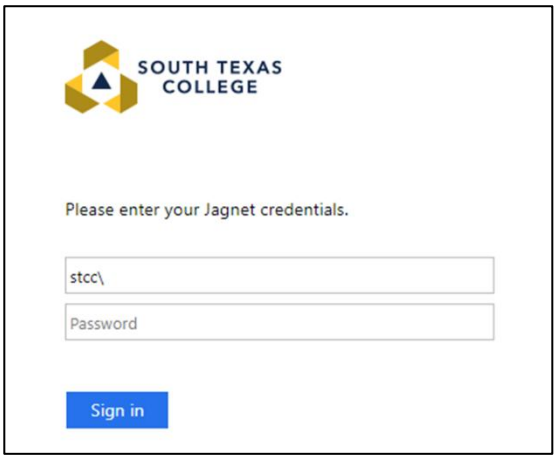
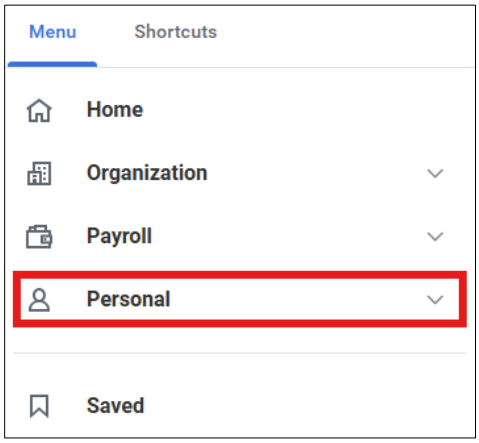
Review and Submit Hours

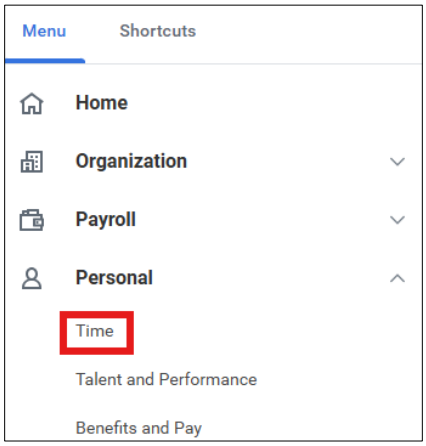
1. Log into Workday



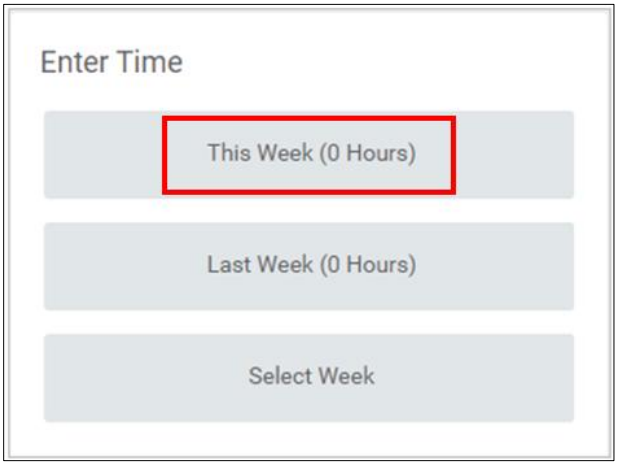


2. Click on **Menu**, **Personal** then click on **Time**.

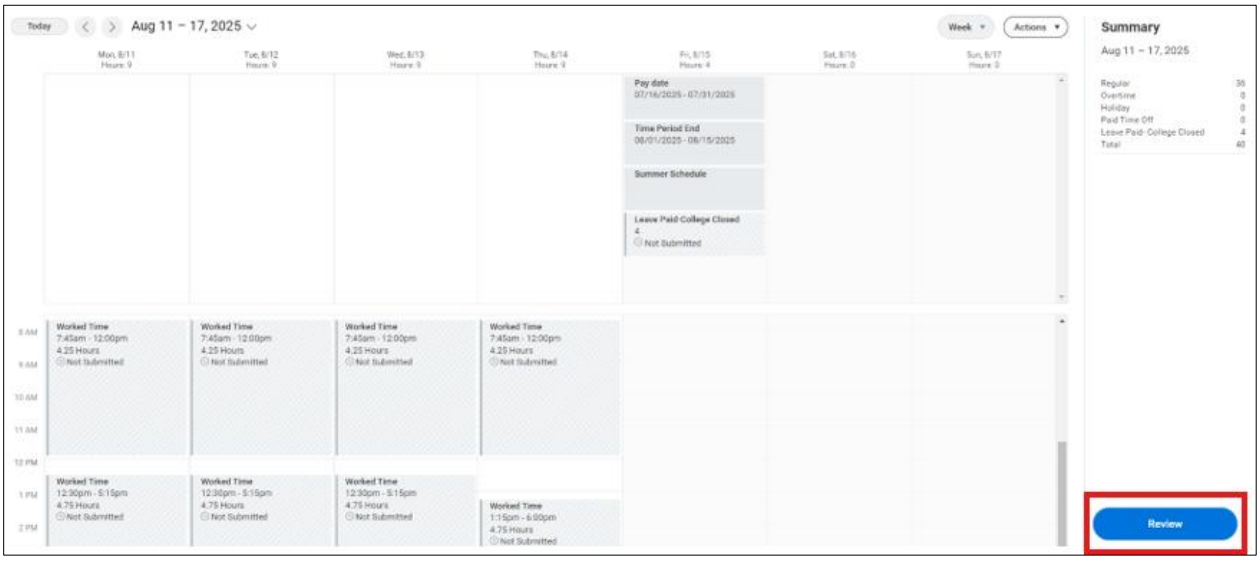




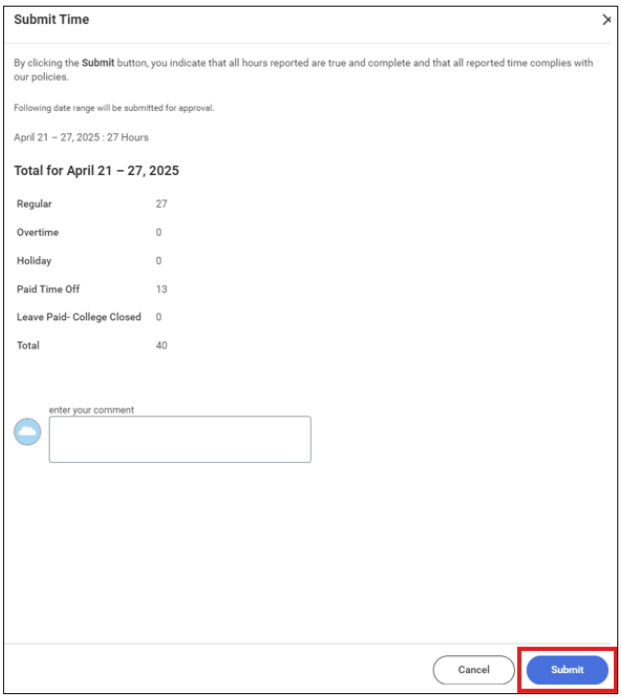
3. Click on **This Week**.



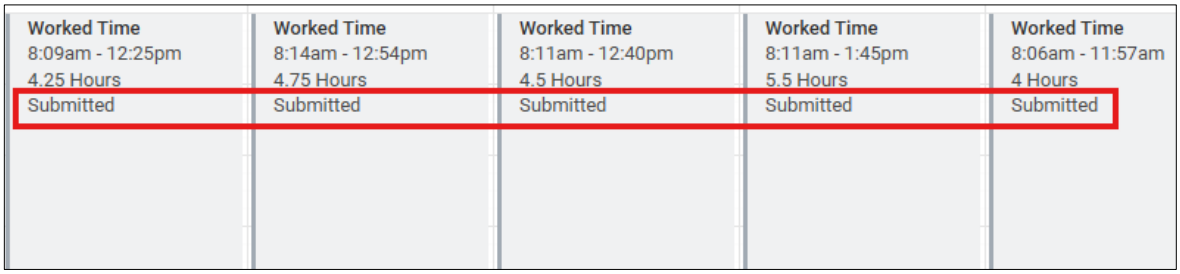
4. To view hours worked on your time calendar. Click **Review**.



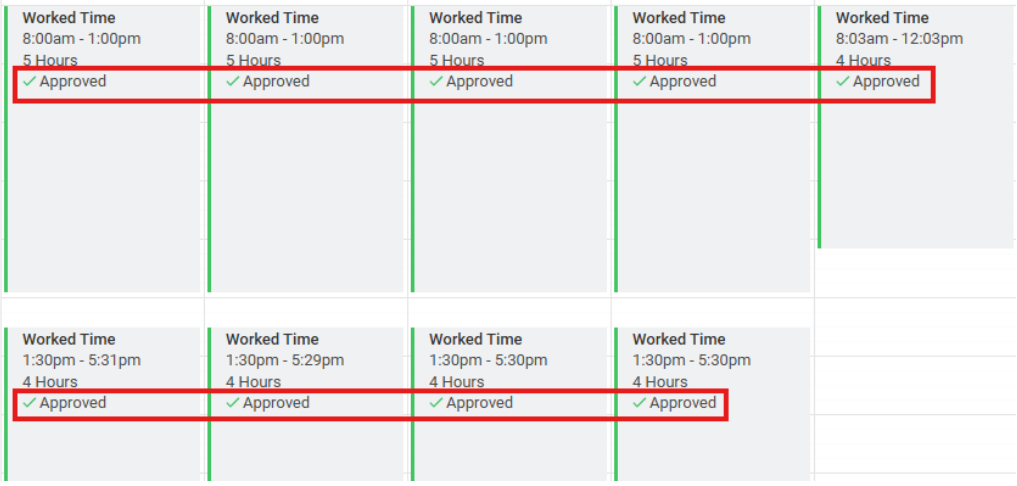
5. Enter a comment. If all the hours are correct, click **Submit**.



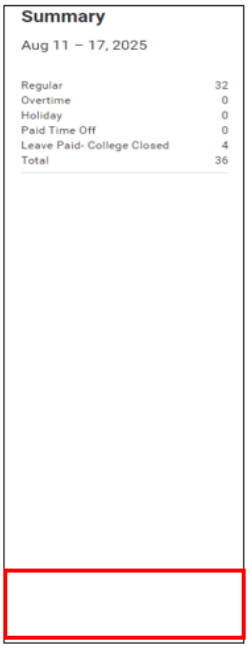
6. All hours worked for the week will show up as submitted and pending your supervisor's approval.

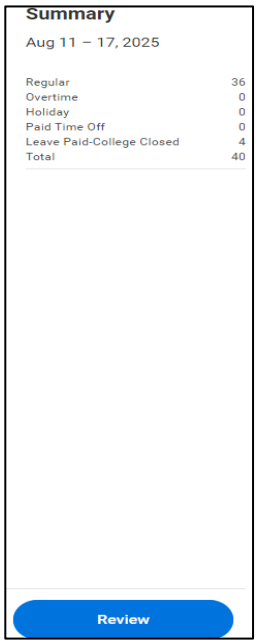


7. Once the hours are approved by your supervisor, they will be highlighted with a green bar and check mark and will appear as “Approved.”



8. If you have an unmatched check-in or unmatched check-out, you will not be able to see the review button to submit your hours until you submit an Electronic Time Adjustment Request Form and it is corrected by your supervisor.





Hours must be submitted by the employee and approved by the supervisor. If hours are not submitted and approved, you <u>may not</u> be paid for the hours worked. Employees may have to wait until the following pay cycle to get the hours paid.