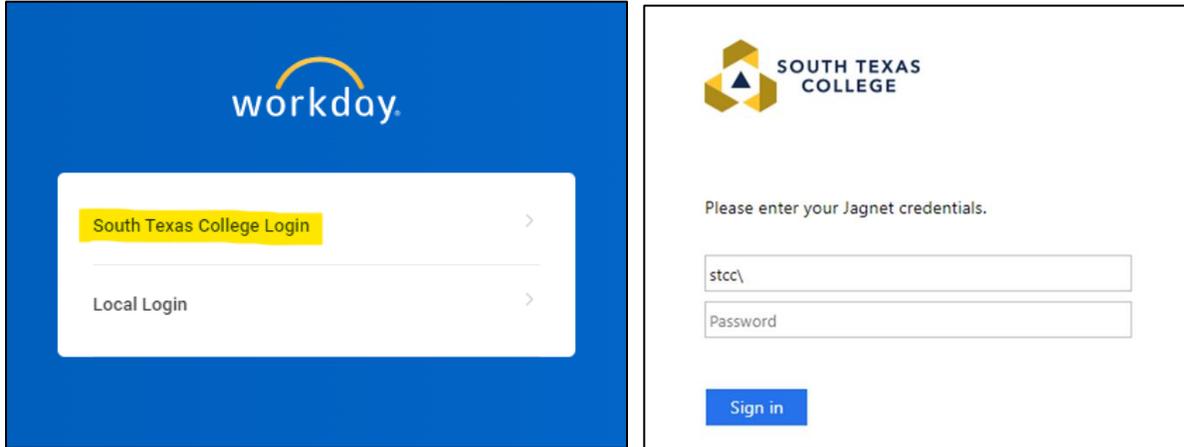
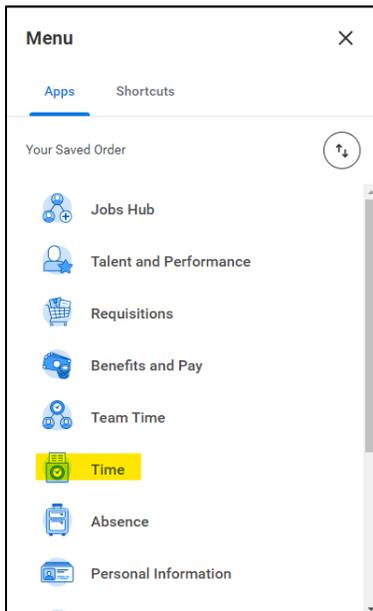


Review and Submit Hours

1. Log into Workday



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



3. Click on **This Week**.



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

The screenshot shows a time calendar for the week of July 29 to August 4, 2024. The calendar displays worked time blocks for each day, with a 'Review' button at the bottom right. The summary on the right shows the following data:

Summary	
Jul 29 - Aug 4, 2024	
Regular	40
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid: College Closed	0
Total	40

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

The 'Submit Time' dialog box contains the following information:

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

July 29 - August 4, 2024 : 40 Hours

Total for July 29 - August 4, 2024

Regular	40
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid: College Closed	0
Total	40

enter your comment

Cancel Submit

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

The screenshot shows the time calendar with worked time blocks for each day, all labeled as 'Submitted'.

Day	Time Period	Hours	Status
Mon, 7/29	7:30am - 12:30pm	5 Hours	Submitted
Tue, 7/30	7:30am - 12:30pm	5 Hours	Submitted
Wed, 7/31	7:30am - 12:30pm	5 Hours	Submitted
Thu, 8/1	7:30am - 12:30pm	5 Hours	Submitted
Fri, 8/2	7:30am - 12:30pm	5 Hours	Submitted
Sat, 8/3	8:00am - 12:00pm	4 Hours	Submitted
Sun, 8/4	1:00pm - 5:00pm	4 Hours	Submitted

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."

Worked Time 7:30am - 12:30pm 5 Hours ✓ Approved	Worked Time 8:00am - 12:00pm 4 Hours ✓ Approved			
Worked Time 1:00pm - 5:00pm 4 Hours ✓ Approved				

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

Summary	
Jul 29 – Aug 4, 2024	
Regular	40
Overtime	0
Holiday	0
Paid Time On	0
Leave Paid- College Closed	0
Total	40
Review	

Summary	
Jul 29 – Aug 4, 2024	
Regular	31
Overtime	0
Holiday	0
Paid Time Off	0
Leave Paid- College Closed	0
Total	31

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