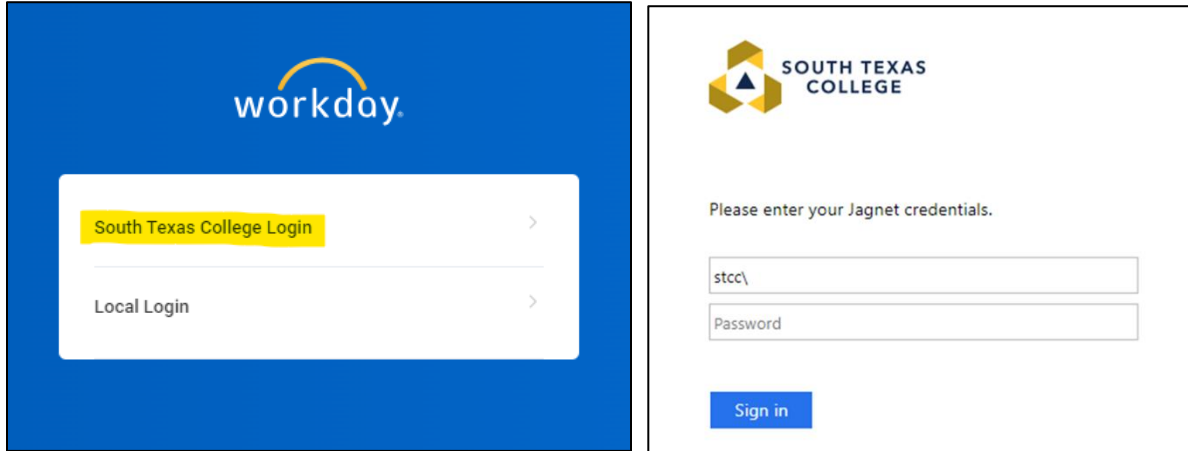
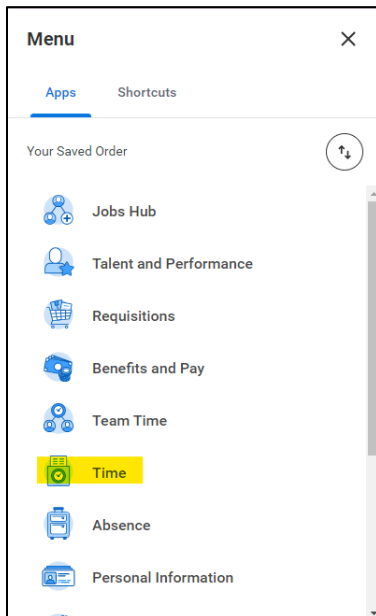


# Revisar y enviar horas

1. Inicie sesión en Workday



2. Haga clic en **Menú**, luego haga clic en **Time (Hora)**.



3. Haga clic en **This Week (Esta semana)**.



4. Para ver las horas trabajadas en su calendario de tiempo.  
 Haga clic en **Review (Revisar)**.

The screenshot displays a weekly time tracking calendar. At the top, it shows the week from Monday, July 29 to Sunday, August 4, 2024. The calendar grid shows worked time blocks for each day, with a 'Not Submitted' status. A 'Review' button is located at the bottom right. On the right side, a 'Summary' panel shows the following data:

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

5. Si todas las horas son correctas, haga clic en **Submit (Enviar)**.

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
<b>Total</b>	<b>40</b>

enter your comment

Buttons: Cancel, Submit

6. Todas las horas trabajadas durante la semana aparecerán como presentadas (submitted) y pendientes de la aprobación de su supervisor.

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

7. Una vez que su supervisor apruebe las horas, se resaltarán con una barra verde y una marca de verificación y aparecerán como "Approved (Aprobado)".

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

8. Si tiene un check-in o check-out no coincidente, no podrá revisar ni enviar sus horas hasta que envíe un Formulario Electronico de Solicitud de Ajuste de Tiempo (Electronic Time Adjustment Request Form) y es corregido por su 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

**Las horas deben ser entregadas por el empleado y aprobadas por el supervisor. Si las horas no se envían y aprueban, es posible que no se le pague por las horas trabajadas. Es posible que los empleados tengan que esperar hasta el siguiente ciclo de pago para recibir las horas pagadas.**