Approval of Hours (Supervisors Only)

1. Log into Workday

workday		SOUTH TEXAS COLLEGE
South Texas College Login	>	Please enter your Jagnet credentials.
Local Login	>	stcc\ Password
		Sign in

2. A notification will appear on your dashboard under "**Awaiting Your Action**" when the employee submits hours. Click on the notification.



3. Click on the notification to view the hours. If they are correct, click **Approve**.

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		Туре			Hours
29		Worked Time			9
0		Worked Time			9
31		Worked Time			9
		Worked Time			9
		Worked Time			4
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4. Hours will be displayed as approved.



If the hours are not approved, the employee <u>may not</u> be paid for the hours worked. The employee may have to wait until the following pay cycle to get the hours paid.

