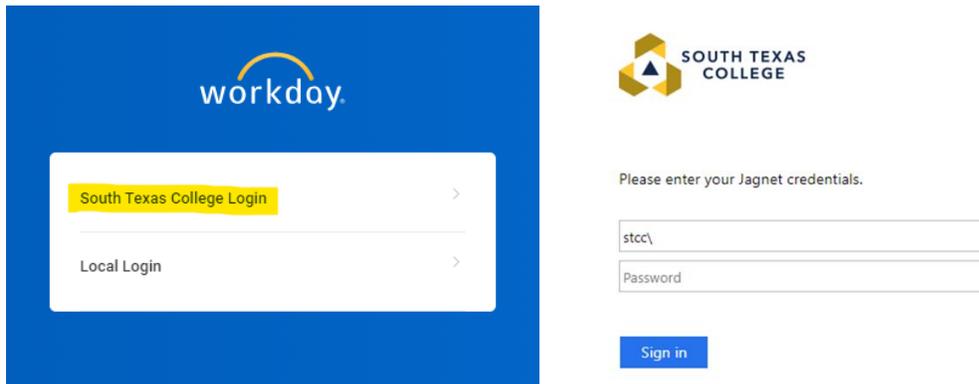
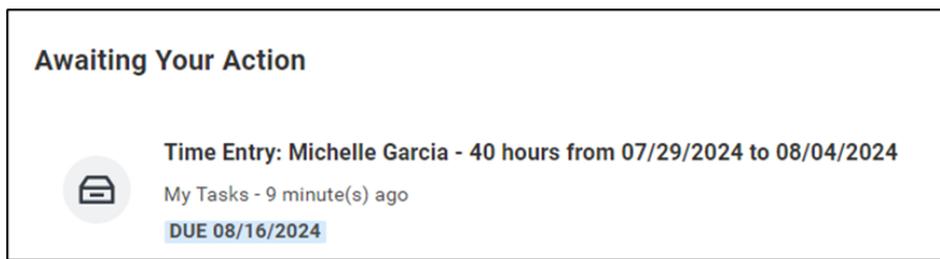


Approval of Hours (Supervisors Only)

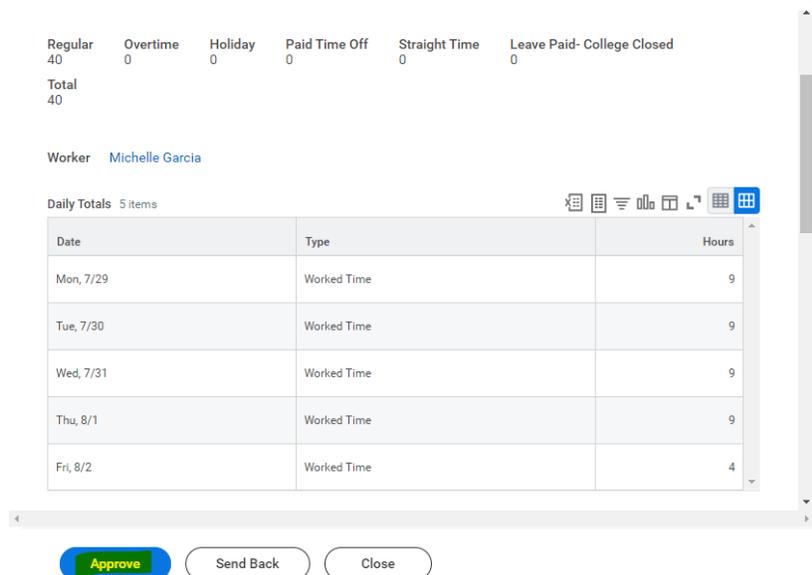
1. Log into Workday



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**.



4. Hours will be displayed 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				

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