

**Reminder: Approve Hourly Timesheets by 10 a.m. EST Every Monday; Use Workday Reports to Help Get the Job Done**

In December, we reminded you that HR teams would be stepping away from monitoring time approvals. January 1 was the official cutover for managers to take full responsibility for team timesheet approvals in Workday. We are proud to share that 97% of managers are now consistently approving timecards by the 10 a.m. EST deadline. Thank you for doing your part to ensure your employees are paid accurately and timely!

**Why is the deadline so important?** The system **locks timesheets at 10 a.m. EST and cannot be reopened until after the payroll process is completed.** Any missed time (unsubmitted and/or unapproved) will be paid outside of the scheduled payroll run and will not be included in the employee's regular paycheck.

**Helpful Workday Reports Can Assist with Timesheet Approvals**

Workday reports provide some helpful tools to get the job done quickly and easily. Run the reports below before the 10 a.m. EST payroll deadline to help ensure timesheets are submitted correctly. In [Workday](#), enter the report name in the search bar at the top of your homepage.

Run the reports in this order:

1) REPORT: "Unmatched Time Clock Events"

This report highlights employees who forgot to clock out on a shift. Correct any missed clock-outs, then re-run the report to ensure all time events are matched.

**NOTE:** If you approve a timesheet with an unmatched time event (the system allows this), the hours for that day **will not** be paid until that entry is corrected. **Look for unmatched time events every week!**

2) CUSTOM REPORT – "Time Not Submitted for Worker"

This custom report highlights employees who have not submitted their timesheet.

**If you are unable to contact an employee on Monday morning and their timesheet looks reasonable to you based on their work schedule and time off requests, submit the timesheet on their behalf.** *When you submit a timesheet, it is auto approved.*

**NOTE:** Be sure all timesheets are submitted before you run the next report. *Unsubmitted timesheets will not appear on the report.*

### 3) CUSTOM REPORT – "Time Not Approved for Worker"

This custom report highlights your team's *submitted* timesheets that *have not* been approved for payment. If the timesheet entries look accurate to you based on their work schedule and time off requests, **approve** the timesheet(s).

When you're done, we recommend rerunning each report as a double check that unmatched time events are fixed, and all employee timesheets are submitted and approved. You'll have peace of mind, knowing your team's approved, error-free timesheets were successfully submitted.

For more information, go to the **Help app** on the Workday homepage and search for the [Process Guidelines: Manager/Supervisor Time Approval in Workday](#) knowledge article. If you're away from work (e.g., vacation, leave of absence, offsite meeting, etc.), assign a delegate to cover your time approval responsibilities. See the [Delegate Tasks](#) knowledge article to learn how to temporarily assign your tasks to a colleague.

#### **Approving Your Team's Time Off/Absence Requests – Complete within 2 Business Days**

**When employees request time off, you receive an *Absence Request* notification in your **Awaiting Your Action** section on your Workday homepage. As a reminder, time off requests **should be processed within two (2) business days of receipt**. For time sensitive requests (e.g., bereavement, family emergencies, jury duty, etc.), **please respond as soon as possible**.**

**If the request isn't approved at the time payroll runs, the employee may not be paid accurately.**

For more information, go to the **Help app** on the Workday homepage and search for [Process Guidelines: Approving Time Off](#) knowledge article.