



TIPS

Instruct your student employees to use the clock-in/clock-out function in Workday.

If the hours are incorrect, click on **<send back>** in order for the student worker to make corrections.

RELATED TASK(S)

- Onboard Student Worker

RESOURCES

- [Student Employment Support Site](#)

Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.

How to Approve Time



Time

- ▶ Login to Workday.
- ▶ Approve Time Entry.
 - Click on your Workday inbox located at the top right
 - Click on **<Time Entry – [Employee Name]>** task
 - Review the submitted hours*
- ▶ Click **<Approve>** to submit approved hours.

UP NEXT: Payroll will process the submitted hours to generate payroll.

***Note: Review all hours to ensure work hours are not falsified and do not exceed 28 hours.**