Basic Procedures for Managers

STEP 1 – Approve Timesheets

1. Access the Workday Home page - https://wd5.myworkday.com/stateofmaryland/login.flex
2. Click on the **Inbox** Worklet from the Home page
3. Actions for you to perform are listed under the **Actions** tab
4. Click an **Approve** entry
5. On the **Time Entry** approval page, review the **Entries to Approve** section
6. Here you can view details, weekly totals, daily totals, entries to approve, current time and process history
7. After reviewing the timesheet, you can approve, send back, deny (notification not sent back to the employee), or cancel (to come back to it later)
8. Click the **Done** button

STEP 2 – Approve Time Off Requests

1. Click on the **Inbox** Worklet from the Home page
2. Under the **Actions** tab, click the Time Off Request that needs your approval; the employee's name will be listed
3. Review the details of the request
4. You can also view balances, previous requests, previous adjustments and history
5. After reviewing the request, you can approve, send back, deny, or cancel the request by clicking the appropriate button at the bottom of the page
6. Click the **Done** button

STEP 3 – Approve Time Off Corrections

1. Click on the **Inbox** Worklet from the Home page
2. Under the **Actions** tab, click the Time Off Correction task that needs approval; the employees name will also be listed
3. Review the corrected request in the **Details to Review** section
4. You can also review balances and other time off requests for that person
5. After reviewing the request, you can approve, send back, deny, or cancel
6. Click the **Done** button

STEP 4 – Review Time By Week For An Employee

1. This procedure is used to view an employee's timesheet from the current or previous week where you can view a week's totals and details of a timesheet entry
2. Search for the employee by entering their name or ID in the **Search** field
3. Click the **Related Actions and Preview** icon next to the employee's name
4. In the **Actions** tab, hover over **Time and Leave** and then click the **Review Time by Week for Worker**
5. In the **Date** field enter or select a date for which you want to review the employee's time
6. Click **OK**
7. Review the information on the screen

STEP 5 – Enter Time For an Employee

1. After logging in, go to the **Search** field
2. Enter the employee's W# or name
3. Click on the name after it appears in the **Search** bar
4. Click on the **Related Action Bar** next to the employee's name
5. Click on **Time and Leave**
6. Click on **Enter Time for Worker**
7. Select the Date
8. Click **OK**
9. Enter the times
10. Click **Next**
11. Click **Confirm Weekly Total**
12. Click **Save**
13. Click **Time and Leave**
14. Click **Submit Time**