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 employee’s 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

FOR MORE INFORMATION GO TO http://dbm.maryland.gov/sps/Pages/Time_HelpCenter.aspx, and The HUB