HOW TO PRINT TIMESHEETS WITH SUPERVISOR APPROVAL

MARYLAND DEPARTMENT OF HEALTH WORK STUDY PROGRAM

MANAGERS

1. Log into Workday
2. Click on the **My Team** Worklet
3. Click on the employee's name
4. Click on the 3 dots (- - -) next to the employee's name
5. In the **Actions** column that appears, place your mouse on the **Time and Leave** option
6. Select **Review Time By Week For Worker**
7. In the date box that appears, click on the calendar icon to select the desired date(s)
8. Press **OK** at the bottom of the screen
9. The timesheet will appear showing the date and status columns where you can see if a specific date's entry has been approved.

For more detailed instructions with screen shots, please go to:

http://dbm.maryland.gov/sps/Documents/Review_Time_by_Week_for_a_Worker_User_Guide.pdf

WORK STUDY PARTICIPANTS

1. Click on the time Worklet .
2. Select **Review My Time by Week** Review My Time by Week .
3. In the date box that appears, click on the calendar icon to select the desired date.
4. Press **OK** OK at the bottom of the screen once you have selected a week.
5. The time sheet will appear showing time entries for one week.
6. Please review to ensure that all dates listed on the timesheet are shown as approved or paid.
7. **Please review to ensure that the Work Study Worktag is listed for all work study leave hours used.**
8. You can choose to print the timesheet. Please ensure that all dates and times are shown on the timesheet.
9. Select the Excel Icon to convert the time listed to an Excel format. Select the Open option that will show at the bottom of the screen.
10. Once converted, if **military time is shown** in the In/Out columns, please do the following: a) Select and highlight the Column, b) Choose Format Cells, and c) Select Time. Both columns must show your in/out times.

FOR CURRENT PARTICIPANTS

1. **You must reflect the use of your own time for travel from and to work on your timesheet.**
2. **ENSURE THAT THE TIMESHEETS CONTAINS SUPERVISORY APPROVAL FOR ALL DATES LISTED.**
3. If you use the print Icon just below the Cloud, it will give you the option to create a PDF document. Please do not submit a PDF document if it does not show the supervisor's approval and work study work tags.

For detailed workday information including screen shots, please go to:

http://dbm.maryland.gov/sps/Documents/Review_Time_by_Week_for_a_Worker_User_Guide.pdf