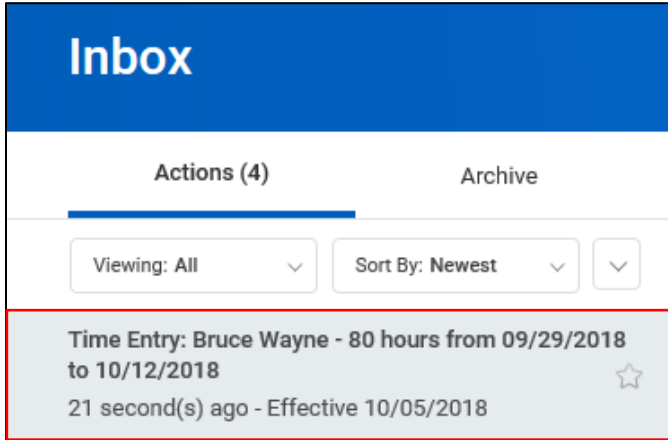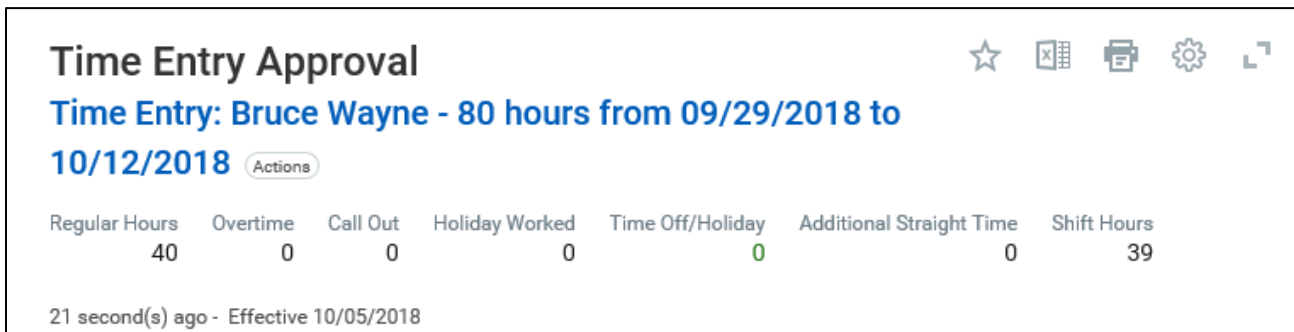## Approve Time Entry

1. When a time entry requires approval, you will receive a **Time Entry** Action in your Workday Inbox. Open the action to view more detail.

2. First you will see a summary of the hours entered for the time period, including Regular Hours, Overtime, Call Out, Holiday Worked, Time Off/Holiday, Straight Time, and Shift Hours.

3. You'll also see a breakdown of the **Daily Totals** entered, which includes the Time Type and Hours by day.

Worker	Bruce Wayne	

Daily Totals 5 items

Date	Type	Hours
Mon, 10/1	Clock Hours	12
Tue, 10/2	Clock Hours and Project Time	24
Wed, 10/3	Project Time	12
Thu, 10/4	Clock Hours and Project Time	20
Fri, 10/5	Project Time	12

4. For more details about what type of time was entered, expand the **Entries to Approve** section using the arrow to the left of the heading. Here you will see each entry, as well as detail regarding the **Time Type**, **Clock In/Out**, and any **Worktags**. Review the details to verify accuracy.

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Worktags	Comment	Details
Mon, 10/1	Clock Hours	12	Hours	06:00 PM	06:00 AM	Out			🔍
Tue, 10/2	(EXP) 1004394 - Dir Assign to NWP	12	Hours				Activity: OPERATING TRANS M&R EQUIP Operating Unit: 200SPOMS SPOKANE METER STATION		🔍
Tue, 10/2	Clock Hours	12	Hours	06:00 PM	06:00 AM	Out			🔍
Wed, 10/3	(EXP) 1004394 - Dir Assign to NWP	12	Hours				Activity: OPERATING TRANS M&R EQUIP Operating Unit: 200SPOMS SPOKANE METER STATION		🔍
Thu, 10/4	(EXP) 1004394 - Dir Assign to NWP	4	Hours				Activity: OPERATING TRANS M&R EQUIP Operating Unit: 200SPOMS SPOKANE METER STATION		🔍
Thu, 10/4	Clock Hours	4	Hours	03:00 AM	07:00 AM	Out			🔍
Thu, 10/4	Clock Hours	12	Hours	06:00 PM	06:00 AM	Out			🔍
Fri, 10/5	(EXP) 1004394 - Dir Assign to NWP	12	Hours				Activity: OPERATING TRANS M&R EQUIP Operating Unit: 200SPOMS SPOKANE METER STATION		🔍

5. Click **Approve** to approve the time entry.

Success! Event approved Time Entry: Bruce Wayne

21 second(s) ago - Effective 10/05/2018

✓

Process Successfully Completed