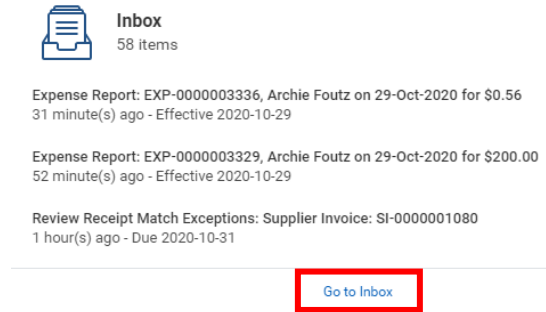


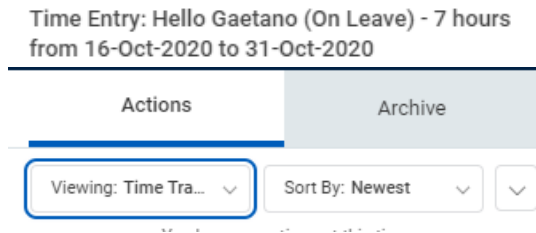
HOW DO I ... Approve Time Entry for an Individual.	ABOUT THIS TASK: Describes how to approve an individual's time entry.
AUDIENCE: Managers and Timekeepers who approve hourly timesheets for Staff and Students.	DETAILED JOB AID: https://blogs.ubc.ca/ubcworkdayjobaids/archives/7175

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

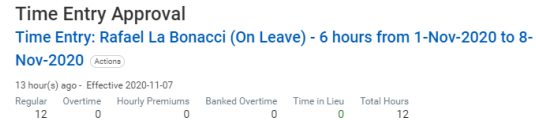
1. On Workday's home page, *click* **Go to Inbox**.



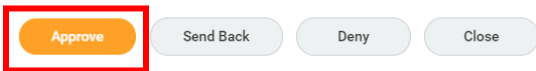
2. Under **Actions**, *click* the **time entry** submitted by the employee.



3. *Review* the **time entry**.



4. *Click* **Approve**.



TIP: You have the option to Approve, Send Back, and Deny the request. For more information on approval options, refer to [HR116-02 Tasks: Approval](#).