Review Time Report
(Primary Report for Managers)

The Review Time report within Workday makes it extremely easy for managers to review and approve their employee’s submitted hours and time off in one place. Note that if a manager reviews and approves time off the report, they do not have to approve the same item within their Workday Inbox. If utilizing the report, the inbox task will automatically disappear.

This report can also be used by Timekeepers to monitor needed actions once timesheets are locked; Timekeepers are not able to approve directly off the report. They can work with managers on approval or pull up the individual employee’s timesheet and submit / approve on behalf of the manager.

Only Managers and Timekeepers have the security role to generate this report within Workday.

A. Steps for a Manager to Generate the Review Time Report:

1. Click in the search Bar on the top left of the Workday screen and start typing, Review Time; you shouldn’t have to type the entire report name – select Review Time – Report from the list that populates.

This is the default request screen to review your direct reports:

[Image of the review time report with options: Date, Review my direct reports only, Show, Period Schedule.]

Leave this box checked
The date defaults as today’s date; if you are reviewing the report before the current period has ended you don’t need to change the date. If you are reviewing the report after the pay period ends, you will need to change this date to the last day in the period under review. (i.e., if the current period covers 2.09.2020 through 2.22.2020 and you are running the report on 2.24.2020 before timesheets are due, you will need to change the date to 2.22.2020 so you pull up the current period that is due).

We suggest running your initial report with the default of Show - All Workers to see a full report. You can filter later reports for specific remaining issues to focus your efforts on.

Here is a partial snip of results for a current period when a manager is viewing their staff:

<table>
<thead>
<tr>
<th>Worker Name</th>
<th>Unsubmitted Hours</th>
<th>Hours to Approve</th>
<th>Approved Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gale Johnson</td>
<td>☑️ 15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jennifer Reyes</td>
<td>☑️ 8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kat Dallweg</td>
<td>☑️ 0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maxine Wenzel</td>
<td>☑️ 40</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Merri Tilton</td>
<td>☑️ 0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sharon Wells</td>
<td>☑️ 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Column Description**: if box to left of Worker Name column title is checked, all check boxes activate and if you click approve, all time will be approved automatically without the need for individual review. Payroll Services suggests using this sparingly or only if you have a few staff. Individual check boxes to
the left of each name can be activated to automatically approve targeted staff that do not need further review or action.

**Worker Name**

**Column**

**Description continued**

- Unsubmitted Hours: hours entered by employee but not yet submitted to manager
- Hours to Approve: submitted to manager, waiting on manager or timekeeper approval
- Approved Hours: approved by manager or timekeeper

The report continues with other columns to the right including:

**Breakdown**

- Regular
- Federal overtime
- Time Off
- State Overtime
- Total

**Scheduled Weekly Hours** (should be 40 for full-time staff)

**Individual Research**

If you wish to do further research on a staff member, click their name within the active report on the workday screen.
You can then research days the employee submitted hours and/or has time to be submitted, review requested time off or monitor that known time off has been requested. After reviewing, you can take action of:

A. Click the Approve button in the lower left screen to individually approve that particular employee.
B. Click the Enter Time for Worker button to add hours you know the employee worked, so the timesheet can be approved. This is useful if your employee is unexpectedly out of the office when timesheets are due.
C. Click the Send Back button to request the employee make correction and resubmit. Note that the employee must resubmit and the manager or timekeeper must approve before the final deadline of the pay period.

If you choose not to click a button, you can back out of the screen by click on the back arrow on the left side of the blue bar (by the 1 of 6 in this example). This will take you back to the Review Time Report.

B. Steps for a Timekeeper to Generate the Report to Review All Managers Employees:

1. Click in the search Bar on the top left of the Workday screen and start typing, Review Time; you shouldn’t have to type the entire report name – select Review Time – Report from the list that populates.

This is the default request screen to request an all workers report:

![Review Time Report](image)

If a timekeeper has their own employees and supervisory organization, they will need to “uncheck” the Review my direct reports only box to generate a list of all employees. This box will be “unchecked” by default if the Timekeeper has no staff of their own.
The date defaults as today’s date; if you are reviewing the report before the current period has ended you don’t need to change the date. If you are reviewing the report after the pay period ends, you will need to change this date to the last day in the period under review. (i.e., if the current period covers 2.09.2020 through 2.22.2020 and you are running the report on 2.24.2020 before timesheets are due, you will need to change the date to 2.22.2020 so you pull up the current period that is due).

From the drop-down box select – All Workers. You will then have a list of all biweekly staff:

To select all in a drop down within Workday, Click Control-A then hit a soft enter. All on the list will be included within the report:
Select Biweekly from the Period Schedule drop down:

Click OK to generate.

**NOTE: You cannot have more than 250 workers for this report, so it may not be suitable for large departments. Large Departments will need to run the Time Summary Review report instead.**

**C. Steps for a Timekeeper to Generate the Report to Review a Specific Manager’s Employees or Several Particular Manager’s Employees:**

1. Click in the search Bar on the top left of the Workday screen and start typing, Review Time; you shouldn’t have to type the entire report name – select Review Time – Report from the list that populates.

This is the default request screen to request a Workers by Manager report:

The date defaults as today’s date; if you are reviewing the report before the current period has ended you don’t need to change the date. If you are reviewing the report after the pay period ends, you will need to change this date to the last day in the period under review. (i.e., if the current period covers 2.09.2020 through 2.22.2020 and you are running the report on 2.24.2020 before timesheets are due, you will need to change the date to 2.22.2020 so you pull up the current period that is due).
Uncheck the “Review my Direct Reports” button, if applicable, and from the Worker’s drop down select “Workers by Manager”. This gives you a list of managers:

Click on the manager to review and you will get a list of their employees. Check them individual or click Control-A then soft enter to select all:

Select the Biweekly Period Schedule
Click OK to generate the report.

You can now review just one particular manager’s employees

<table>
<thead>
<tr>
<th>Time Period Summary</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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If you want to look at more than one manager at a time, before generating the report, click the back arrow button next to the manager whose employees you just selected.

This will take you back to the Manager list where you can select a different manager.

You can then select / include their employees within your report as noted earlier. As with the All Workers report, you cannot include more than 250 workers on this report.

If you encounter any difficulties generating this report, please email payrollprocessing@tamu.edu for assistance.