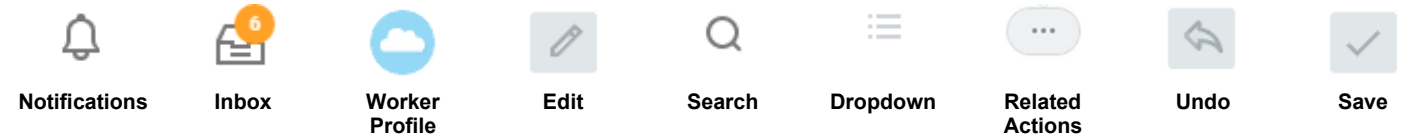
Approving Your Time

Common Workday Icons



Intended Audience

Hourly Employees

Background

To get paid, you must review and submit your timecard at the end of every pay period following the steps below.

Instructions:

1. From the Workday home page, click on **Menu**
2. Under the **Personal** section, select **Time**
3. Under **Enter Time**, select **This Week** – this will display your timecard
4. In the upper right-hand corner, click **Period Calendar** – this will allow you to review both weeks of the pay cycle
5. Confirm that your shifts look correct, and any time off has been entered
6. If your time needs to be corrected, let your manager know, they can correct your timecard
7. Once you have determined that your time is correct, click **Review** in the lower right-hand corner
8. **Submit Time** window will open
9. Click **Submit** to acknowledge your timecard is accurate
10. Your timecard will then route to your manager for approval

Still need help?

Contact HRWorkdaySupport@mainegeneral.org