

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Acknowledging Time that was Manually Advanced by Payroll

If a time sheet was not approved by the deadline, it is automatically advanced by Payroll to ensure employees are paid on time. When that happens, the approver will receive a task in Workday asking for a confirmation that the recorded hours are accurate and appropriate for payroll and compliance purposes.

Completing the Task in Workday

1. On your home page, click on mailbox icon called “My Tasks” located on the upper right of your screen



2. Click on “All Items,” and complete each task.
3. For the ones titled “Manager: Acknowledge Failure to Approve Time:”
 - a. Click on the check box by “I Agree.”
 - b. Then click **Submit**
4. Do this for each item listed for this kind of task.

