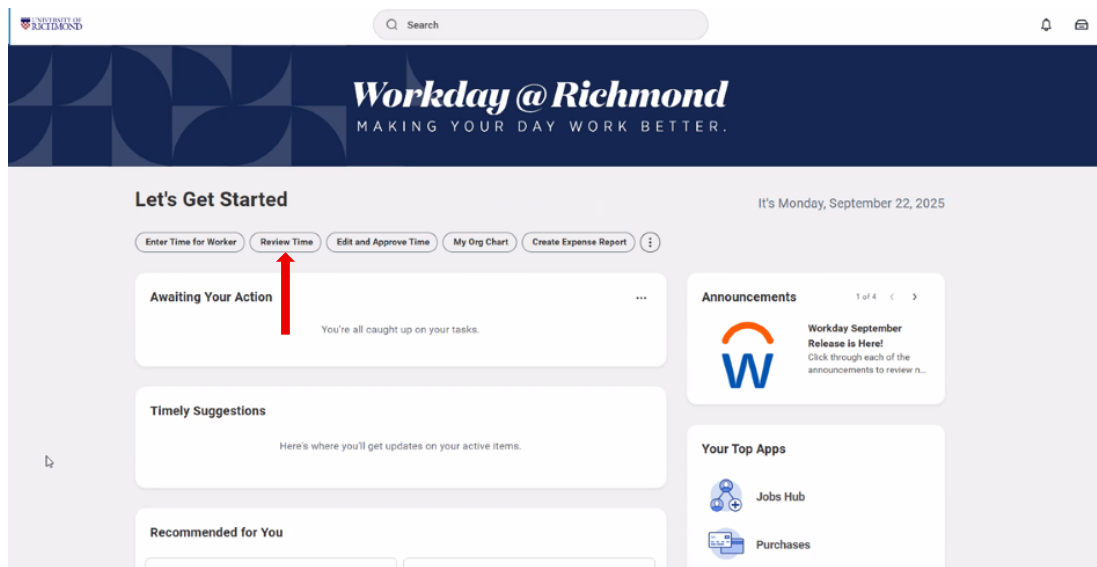


Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

To Review Student Worker's Hours:

1. Login to Workday
2. In your Home Page, under "Let's Get Started," click "Review Time."



3. On the Review Time screen:
 - Enter the **Date** (usually the Monday of Pay Day) to see student's hours for that pay period.
 - Enter **Student Worker's Name**, then click the box by their name.
 - You can only see one student at a time.
 - Repeat this for every student worker.

Review Time

Date

09/22/2025

Review my direct reports only

Workers

Search

Employee Type

Show

All Workers

Workers with Hours to Approve

Workers with Unsubmitted Hours

Period Schedule

Pay Rate Type

Hourly

Period Activity Pay

Job Exempt Status

All Workers

Exempt

Non-Exempt

Cancel

OK

4. The student worker's information will appear.
 - Look over their hours to make sure the hours are correct for that pay period.
 - Then click **"Approve."**

	Worker Name	Position	Incomplete Time Entries	Totals			Comments	Breakdown			Scheduled Weekly Hours
				Unsubmitted Time	Submitted Time	Approved Time		Regular	Overtime	Paid Time Off	
☐	John Doe	BNR - Primary Internship		0	0	0		0	0	0	10

Approve

PLEASE NOTE:

- On the **Monday before Pay Day**, if student hours are not available in Workday, that means the student did not submit hours.
 - **What to do?**
 - Email the student ASAP to submit their hours (must submit before 10am on Monday before Pay Day).
 - **How to prevent this in the future?**
 - Start checking student's hours the Thursday - Saturday before Monday's time approval day.
 - [2025 Pay Periods](#)
 - [2026 Pay Periods](#)
 - If hours are not visible, email the student worker & bcc april.kim@richmond.edu.
 - Emphasize that it's the student's responsibility to submit their hours on time (before 10am on Monday before the Pay Day).
- Other Reminders:
 - Students must submit time by 10am the Monday before Pay Day.
 - Timekeepers (aka. Student's SET Team Advisor) review and make corrections between 10am – 2pm.
 - Site Managers may receive student's hours as early at 10am.
 - Site Managers have until 4pm (on Monday before Pay Day) to approve student's hours.

