Workday @ Richmond

APPROVING STUDENT HOURS

Bonner Scholars or Federal Work-Study students who receive financial compensation for their community-engaged work need to have their hours verified on a bi-weekly basis in an online platform called Workday.

Getting Set Up in Workday

1. Please download Google Authenticator to your Apple or Android device. You will need this to authenticate into the system.
   a. Apple Device
   b. Android Device
2. Navigate to the Workday login page via workday.richmond.edu and select the option "Former Employees, Contractors & Volunteers."
3. Login with your email and temporary password (URichWorkday2025!). You will be prompted to change your password the next time you log in.
4. To authenticate, scan the QR code provided through the Google Authenticator app.
5. Once in Workday, please review and accept the Community Partner Workday agreement.

Required Training

You must complete a 5-minute FERPA training in order for be able to approve student time in Workday. The training will appear in your "tasks" when you login to Workday.

Approving Time

When the student submits their hours, you will receive an email notification to approve them in Workday.

Note: Your student will clock in and clock out each work shift and can submit their work hours any time after their last work shift in a pay period, but they cannot submit them later than 10 a.m. on the Monday following the end of each pay period.

Please review your student's time and approve it by 4 p.m. on the Monday following the end of each pay period. If the time is incorrect, you can send it back.

When you login to Workday, you will see the student's time entry in your tasks.

You will be able to navigate to the worker to approve their time.

If you aren't able to approve student time on Mondays, please make arrangements with your student to have them submit hours earlier so you can approve them or notify your Community Relationships Team member, so an alternative plan can be arranged.