Table of Contents
Managing Time And Absences on the Workday Mobile App
Reviewing Timesheet and Absence Requests
  Navigating Your Inbox
  Navigating Your Notifications
  Reviewing Timesheets
  Reviewing Time Off/Absence Request
Signing Out

Managing Time and Absences on the Workday Mobile App
○ All employees can view and submit their timesheets via the mobile app.
○ ONLY student employees, non-exempt administrators, and researchers can enter time on their timesheet using the mobile app.
○ The Time Clock is also accessible via the mobile app for those employees who can utilize the Time Clock to check-in and out.
○ Approvers can use the app to easily review and approve timesheets and time off requests for their employees.

Related Resources: Time and Absence Using the Workday Mobile App

Reviewing Timesheet and Absence Requests
Approvals pending your action are accessed from your Inbox.

Navigating Your Inbox
1. Tap the Inbox icon at the bottom of the screen.
2. Tap the Actions tab.
3. Under Actions, you can approve, send back, and add a comment to a request. See the detailed steps below.

Navigating Your Notifications
1. Tap the Notification (bell) icon at the bottom of the screen.
2. Tap on a selection to review details.
**Reviewing Timesheets**

1. Tap the **Inbox** icon at the bottom of the screen.
2. Scroll to find the **Time Entry**: EmployeeName to approve.
3. Select the item to review.
4. Enter Time: the EmployeeName timesheet details will open.
5. Tap the **Approve** button or **More** button on the bottom of the screen to **Deny** or **Send Back**. We do not recommend using the available delegation options.
6. View the **Details**.
7. Approval process continues to **Details to Review**.
8. Tap the **X** to close the window.
9. Return to **Inbox** for the next approval or click the **NYU icon** to return to the home screen.

**Reviewing Time Off/Absence Request**

1. Go to the Workday Mobile App login page.
2. Tap the **Inbox** icon at the bottom of the screen to open your inbox.
3. Tap **Inbox** entry for **Absence Request**: EmployeeName.
4. View the **Details to Review** screen.
5. Tap the **Approve** button on the bottom of the screen.
6. Tap the **X** to close the window.
7. Approval process continues to Details to Review.
8. Complete the next approval from the **Inbox** or click on the **NYU icon** to return to the home screen.

**Signing Out**

Be sure to sign out of the app when completed. Click the **menu** icon at the top left and select **sign out**.