

# NYU PeopleSync: Time and Absence Using the Workday Mobile App for Approvers

## 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**.