**Overview**

In an effort to have consistent and timely Time & Absence submission and approvals, Workday sends several notifications throughout the time entry process. This guide provides an overview of these notifications.

**Notifications**

<table>
<thead>
<tr>
<th>Order</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Employees</strong> receive the standard <strong>Time Entry Reminder</strong> Friday at 9:00am. This notification alerts them that their time entry is due by noon Monday.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Employees</strong> receive <strong>Unsubmitted Time Alert</strong> Monday at 9:00am if they have entered time that has not yet been submitted for approval:</td>
</tr>
</tbody>
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**Alert Notification Details**

- **4 days ago**
- **Alert Notification**: Notify: Your time for the last biweekly pay period has not been submitted
- **Creation Time**: 09/06/2020 09:06:07 AM
- **Subject**: Your time for the last biweekly pay period has not been submitted
- **Body**: Please review your time and time off and submit before 12:00 pm (noon) Eastern time today.
  
  Only complete, submitted and approved time and time off will be used to process payroll. Time that is entered but not submitted by the deadline will not be paid on Friday. Any questions? Please contact the Solution Center by emailing AskHR@virginia.edu.

  Thank you.

- **Notification Topic**:
  - 10 Hours on 09/02/2020
  - 10 Hours on 09/03/2020
  - 10 Hours on 09/04/2020
  - 10 Hours on 09/05/2020
  - 10 Hours on 09/06/2020
  - More (14)

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Employees can click on any of these notification topics to see in more detail or make changes.

Employees can click here to be taken to their Time Entry so they can submit their time for approval.
3. **Manager** receives Unapproved Time Alert Monday at 12:30pm if they have time entries that they have not yet approved:

*Alert Notification Details*
- **Alert Notification**: Notify
- **Creation Time**: 04/06/2020 12:31:20.675 PM
- **Recipient**: [Recipients]
- **Subject**: Unapproved Time Entries Require Your Attention!
- **Body**:

  One or more of your employees has submitted time for the current pay period that you have not yet approved. Please review, correct if needed, and approve these entries by 3:00 pm Eastern time today. Any submitted but unapproved will be mass advanced and reported to your manager.

  If you have delegated your time review and approval responsibilities, please contact your delegate to ensure time entries are approved prior to the deadline.

  Please contact the Solution Center by calling 434/243-3344 for immediate assistance with any questions related to the review, correction, and approval of submitted time.

  Any other questions? Please contact the Solution Center by emailing AskHR@virginia.edu.

  If you completed these tasks prior to receiving this alert, no additional action is necessary.

  Thank You.

*Notification Topic*
- Time Entry: 160.25 hours from 03/23/2020 to 04/04/2020
- Time Entry: 142.75 hours from 03/22/2020 to 04/04/2020
- Time Entry: 164 hours from 03/22/2020 to 04/04/2020
- Time Entry: 152 hours from 03/22/2020 to 04/04/2020
- Time Entry: 161 hours from 03/23/2020 to 04/04/2020

*Review Time*

Managers can click on any of these to display the details for any individual employee.

Or, selecting Review Time will take the manager directly to the Review Time task in Workday.

*Time not approved by the manager at this step will still be moved forward through the Mass Operation Management Process (“Mass Advanced”) to ensure entered time is approved for Payroll. It is imperative that managers make every effort to review and approve the time before this process takes place.*
Manager receives Mass Advanced Time Alert if they have any employees whose time had not been approved prior to the mass advance:

Additionally, the Manager's Manager receives the following notification, alerting them that they have managers in their area who did not approve time:
Manager considerations and resources:

- Some managers choose to **assign a delegate** to an appropriate individual who then has the ability to enter, submit, and approve time on behalf of another employee if the Manager includes those responsibilities during the delegation process.
  - To assign a delegate, see the Delegation folder in [Workday Job Aids](#).
  - Note: These Workday notifications will not be seen by the delegate. Managers need to communicate with their delegates to ensure timely actions are taken.

- Managers have a Time & Absence app in Workday that takes them to a Time & Absence Dashboard. View the Quick Reference Guide on Navigating the Time and Absence Dashboard [HERE](#).

- Time that has been Mass Advanced requires careful review. From the Manager’s Time and Absence Dashboard, select the “Mass Advanced Time Block Detail” Report:
  - Review Mass Advanced time for accuracy and appropriate allocation and ensure corrections are made, if necessary.
    - Note: Corrections made in Workday to timecard submissions (ex. incorrect number of hours or incorrect assignment charged) should flow through to Oracle without requiring a Labor Distribution Adjustment.