

Editing Time Approver for Current Workers

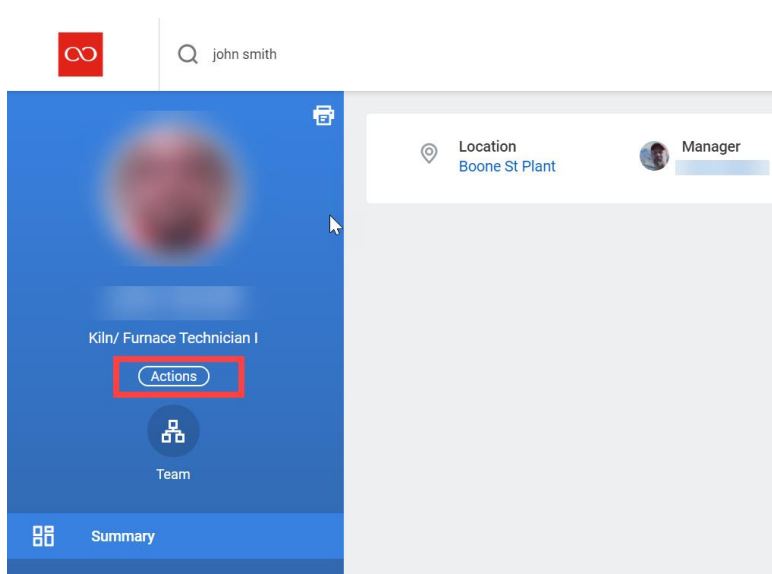
Overview

Step by step process to change/edit the time approver for a current worker.

Who Does This: HR Business Partner

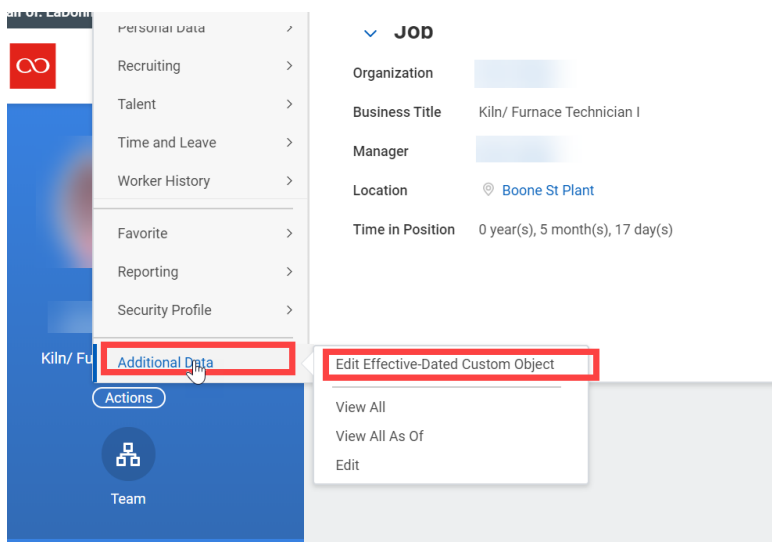
Things to Know:

- This process is for Current Workers.



Step 1

From the Worker profile, click on the “actions” button in Workday.




Step 2

Scroll down until you see the option “Additional Data”. Select and then choose “Edit Effective-Dated Custom Object”.

Edit Worker Effective-Dated Custom Object

Actions

Effective Date * MM / DD / YYYY 

OK Cancel

Spinning

Step 3
Enter the effective date for the change to the new time approver and click “ok”.

You have submitted

Edit Worker Additional Data Event: [blurred] - Kiln/ Furnace Technician I on 05/05/2020 Actions

Up Next

[blurred]
Edit Additional Data

Edit Additional Data

> Details and Process

Done

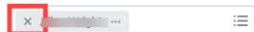
Step 4
Click “Edit Additional Data”.

Edit Additional Data

Edit Worker Additional Data Event: John Smith - Kiln/ Furnace Technician I on 05/05/2020 Actions

Custom Object Time Approver

Time Approver

Time Approver Name 

enter your comment



Process History

Step 5
Click the “x” next to the current time approver’s name to remove.

TYPE IN THE NEW TIME APPROVER’S NAME to pull the correct time approver*.

*Note: if you use the drop-down box here, you will only be able to select your own name. However, if you type in the new approver’s name, you will be able to enter the correct time approver needed.

Click Submit.

<p>Success! Event submitted Edit Worker Additional Data Event: [redacted] - Kiln/ Furnace Technician I on 05/05/2020</p> <p> Process Successfully Completed</p> <p>> Details and Process</p> <p></p>	<p>Step 6 You will receive a message that the process is complete, and the new time approver has now been added successfully.</p> <p>Click Done.</p>
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FAQ's

Q: When I use the drop-down list to select the correct time approver, Workday only shows my name in the field list. Therefore, I am not able to enter the correct Time Approver's Name.

A: Do Not Use the drop-down option in Workday for this field. Instead, type in the name of the new time approver so that you can pull the correct name in Workday to add.

Q: If during the process, I leave a step or accidentally click out of it before it is complete, what do I do to complete the process?

A: If during the process you leave a step or accidentally click out of it, there will be a task sitting in the HRBP's inbox to continue completing the process.

What happens next? Nothing, the process is complete.