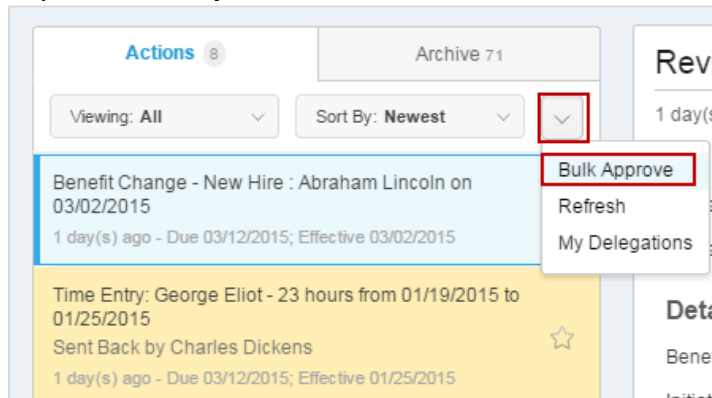


SUPERVISOR: BULK APPROVE

You have the ability to bulk approve hours/Workday Inbox Actions for your workers.

1. In your **Workday Inbox**, select the arrow button, and select **Bulk Approve** from the drop down menu.



2. Select the time entries that you want to approve, add any necessary comments, and press **OK**.
3. Press **Done** to return to the Inbox.