

From: [WorkDay, DOT \[DOT\]](#)
To: [DOT-AG-ALL STAFF-GL](#)
Subject: Workday Update – Bulk Approvals from your Workday Inbox
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Bulk Approvals from your Workday Inbox

As we discover more about the extensive functionality in Workday, we are updating our initial configuration to improve processes and resolve issues. You may have noticed a recent change. The choice, **Bulk Approve**, has been removed from your Workday Inbox.

The option to **Bulk Approve** all items in your Workday Inbox included time entry for employees, expense reports, time off requests, Requests to Telework, etc... Some supervisors found this to be problematic because the inbox time entry approval option didn't allow supervisors to see the specific time they were approving and sometimes caused time entry that had already been submitted to reset to "not submitted."

Because of these issues, the **Bulk Approve** has been turned off from your inbox. You can still approve time entry and other items through your inbox, but each item will need to be approved individually. Supervisors can continue to approve time for their team using the Review Time task.

If you would like to brush up on best practices for supervisors to review and approve time, you can go to the [Review Time job aid](#).

The Workday Team

