Overview
This job aid will show a manager how to approve an expense report.

Content
Navigate by copy/paste using the "TEST" URL below:

https://devidp.trinity-health.org/nidp/saml2/sso?id=895&sid=0&option=credential&sid=0

Login to Workday Environment

1. Enter User Name
2. Enter Password
   
   Note: Should be Novell user ID and password

Navigate to Inbox on the Workday Home Screen

3. Select the Inbox icon in the upper right hand corner of the home screen

Click on the Inbox Icon.
Approve Expense Report

4. Select the Inbox Item

Expense Report: , Jordan, Debora L[REDACTED] on
01/16/2020 for $1,200.00
19 day(s) ago - Due 02/06/2020; Effective
01/16/2020

5. Header Page of Expense Report will be presented

6. Click on Expense Items to view detail
7. If there is an alert, the expense item will show a yellow question mark.

8. Click on the question mark and you will get an alert box.

9. Click on view all. This will show detail on the alert.

10. To approve the report, click Approve.

11. Click Send Back if there is a change required. Must include the reason report is being sent back. Click submit.