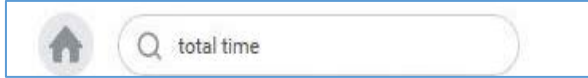**Cornell University**

Audit detailed information regarding time worked and time off for each worker by Supervisory org.

Running of report

1. On the Workday homepage, type **Total Time** in the search menu.

2. Select **Detailed Total Time by Supervisory Org**

3. Select the Supervisory Organization
4. Select Include Subordinate Organizations
5. Fill in the Start Date to be the first day of the pay period
6. Fill in the End Date to be the last day of the pay period
    - **Worker –** you can select one employee, but is not required.
    - **Exclude Employee Type** – can use this to exclude employees' types but is not required.
    - **Job Family / Job Families Group** - you can use this filter to give you employees that fall with one or more groups, but it is not required.

7. Click **OK**
8. In the Report you will see a column for each manager with the number of Not Submitted Time Blocks, Submitted Time Blocks, and Total.

Employee ID	Worker	Worker Email - Work	Position ID	Job Family Group	Manager	Manager Email - Work	Supervisory Org Name	Supervisory Org Code	Total Hours (Time Off and Time Entered)	Vacation	Health & Personal Leave	Health Care, Personal, Sick	Other Time Off	Regular	Overtime	Shift	Time Away	Holiday	Special Rate	Other	No Pay	FWS REG	FWS OT	Incentive Pays
1023011	Kyle E. Vanetten	✉ kev4@cornell.edu	00120322	Staff	Diane K. Thurm	✉ dt52@cornell.edu	DFA - Payroll Office	PAYROLL	7.8	7.8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3975034	Heather Ann Wiese	✉ haw67@cornell.edu	00133294	Staff	Diane K. Thurm	✉ dt52@cornell.edu	DFA - Payroll Office	PAYROLL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Using the report

1. By clicking on the number in any column, a new window will open with Worker, Time Block, Reported Date, Employee ID, Position, Worker Email, Supervisory Organization, Manager, Manager Email, Job Family Group, Job Family, Employee Type, Source, Status columns.

20 items

Worker	Time Block	Reported Date	Employee ID	Position	Worker Email	Supervisory Organization	Manager	Manager Email	Job Family Group	Job Family	Employee Type	Source	Status
Linda B. Moore	4 Hours on 08/03/2017	08/03/2017	1916570	00102142 Accounts Rep IV - Linda B. Moore	✉ lbm58@cornell.edu	SCLFA - SCL Business Service Center SUBD (Linda Charles)	Linda Charles	✉ lc88@cornell.edu	Staff	Fin/Budget/Planning	Regular	User Entered	Approved
Linda B. Moore	4 Hours on 08/03/2017	08/03/2017	1916570	00102142 Accounts Rep IV - Linda B. Moore	✉ lbm58@cornell.edu	SCLFA - SCL Business Service Center SUBD (Linda Charles)	Linda Charles	✉ lc88@cornell.edu	Staff	Fin/Budget/Planning	Regular	User Entered	Approved
Linda B.	4 Hours on	08/04/2017	1916570	00102142	✉ lbm58@cornell.edu	SCLFA - SCL	Linda Charles	✉ lc88@cornell.edu	Staff	Fin/Budget/Planning	Regular	User Entered	Approved

2. You may email each employee from the hyperlink in Worker Email column.

3. You may email the manager of employees from the hyperlink in the Manager Email column
   - You may export this window to Excel
   - You may print from this window

4. To get to the employee's time card you can click on the **related actions** icon then select **Time and Leave Enter time**, and then select the week you want (*note this will take you out of the report)

More questions? Please contact the Helpdesk at **hrpayrollsupport@cornell.edu**.