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.
### 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.

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.