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

   ![Search Results](image)

   **Categories**
   - Organizations
   - Payroll
   - People
   - Processes
   - Procurement
   - Recruiting
   - Security
   - Staffing

   **Search Results**
   - Tasks and Reports
     - **Total Time by Supervisory Org (WIP)**
       - Shows the total time (time entered and time off requested) within the date range.
     - **Total Time vs Scheduled Hours by Supervisory Org (WIP)**
       - Compares the total time (time entered and time off requested) within the date range with the scheduled hours for the position.
     - **Detailed Total Time by Supervisory Org**
       - Shows the detailed breakdown of time entered and time off requested within the date range.
     - **Time Off Totals by Date Range and Supervisory Organization (WIP)**
       - This report returns all time off taken for the selected date range and supervisory organization. Optional prompts for Exempt, Non-Exempt and Time Off Type are provided to limit results at run time. Note that the Grand To...
2. Select Detailed Total Time by Supervisory Org

3. Select the Supervisory Organization(s)
4. Select Include Subordinate Organizations
5. Fill in the Start Date to be the first day of the pay period

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

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Worker</th>
<th>Worker Email - Work</th>
<th>Position ID</th>
<th>Job Family Group</th>
<th>Manager</th>
<th>Manager Email - Work</th>
<th>Supervisory Org Name</th>
<th>Supervisory Org Code</th>
<th>Total Hours (Time Off and Time Entered)</th>
<th>Vacation</th>
<th>Health &amp; Personal Leave</th>
<th>Health Care, Personal, Sick</th>
<th>Other Time</th>
<th>Regular</th>
<th>Overtime</th>
<th>Shift</th>
<th>Time Away</th>
<th>Holiday</th>
<th>Special Rate</th>
<th>Other</th>
<th>No Pay</th>
<th>PWS RES</th>
<th>PWS OT</th>
<th>Incentive Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1023011</td>
<td>Kyle E. Vanetten</td>
<td><a href="mailto:kcv4@cornell.edu">kcv4@cornell.edu</a></td>
<td>00120322</td>
<td>Staff</td>
<td>Diane K. Thurns</td>
<td><a href="mailto:dkt2@cornell.edu">dkt2@cornell.edu</a></td>
<td>CFA - Payroll Office</td>
<td>PAYROLL</td>
<td>7.8</td>
<td>7.8</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3075324</td>
<td>Heather Ann Wiese</td>
<td><a href="mailto:haw7@cornell.edu">haw7@cornell.edu</a></td>
<td>00132294</td>
<td>Staff</td>
<td>Diane K. Thurns</td>
<td><a href="mailto:dkt2@cornell.edu">dkt2@cornell.edu</a></td>
<td>CFA - Payroll Office</td>
<td>PAYROLL</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

• You will see a row for each manager with the number of Not Submitted Time Blocks, Submitted Time Blocks, and Total for manager.
2. 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 then select Time and Leave Enter time, and then select the week you want (* note this will take you out of the report)

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