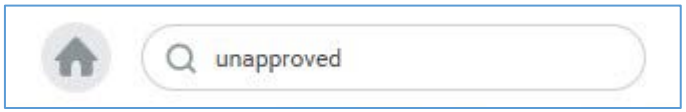
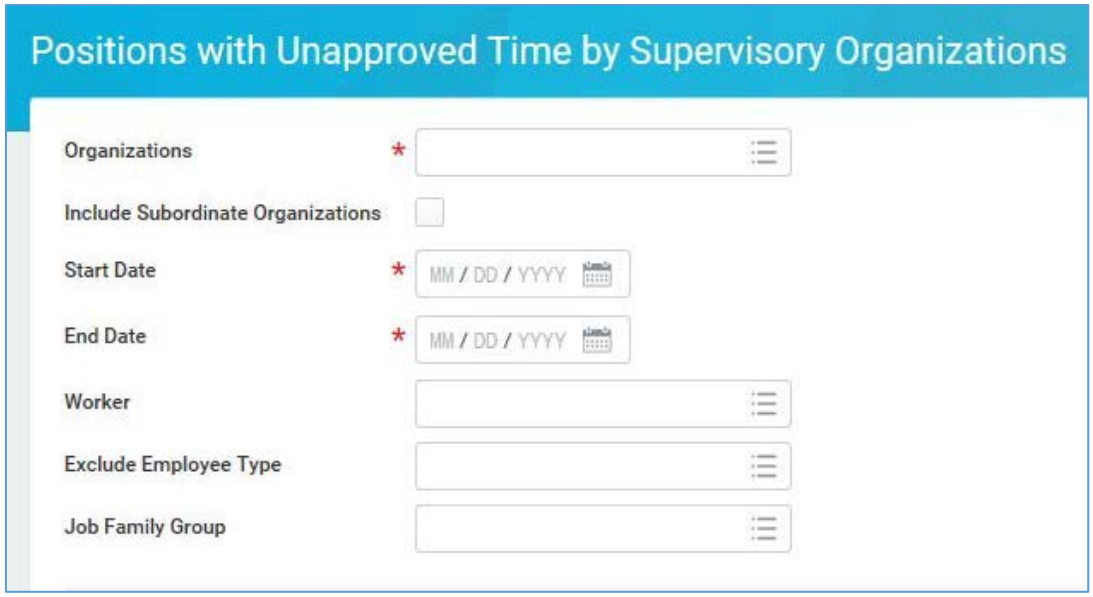
In WDTT an Employee will submit their time and a manger or Pay Rep will approve that time. This report will give you each manger in an Org and the number of time blocks Submitted or Not Submitted, along with the ability to email the Manager or Worker.

Running of report

1. On the Workday homepage, type unapproved in the search menu

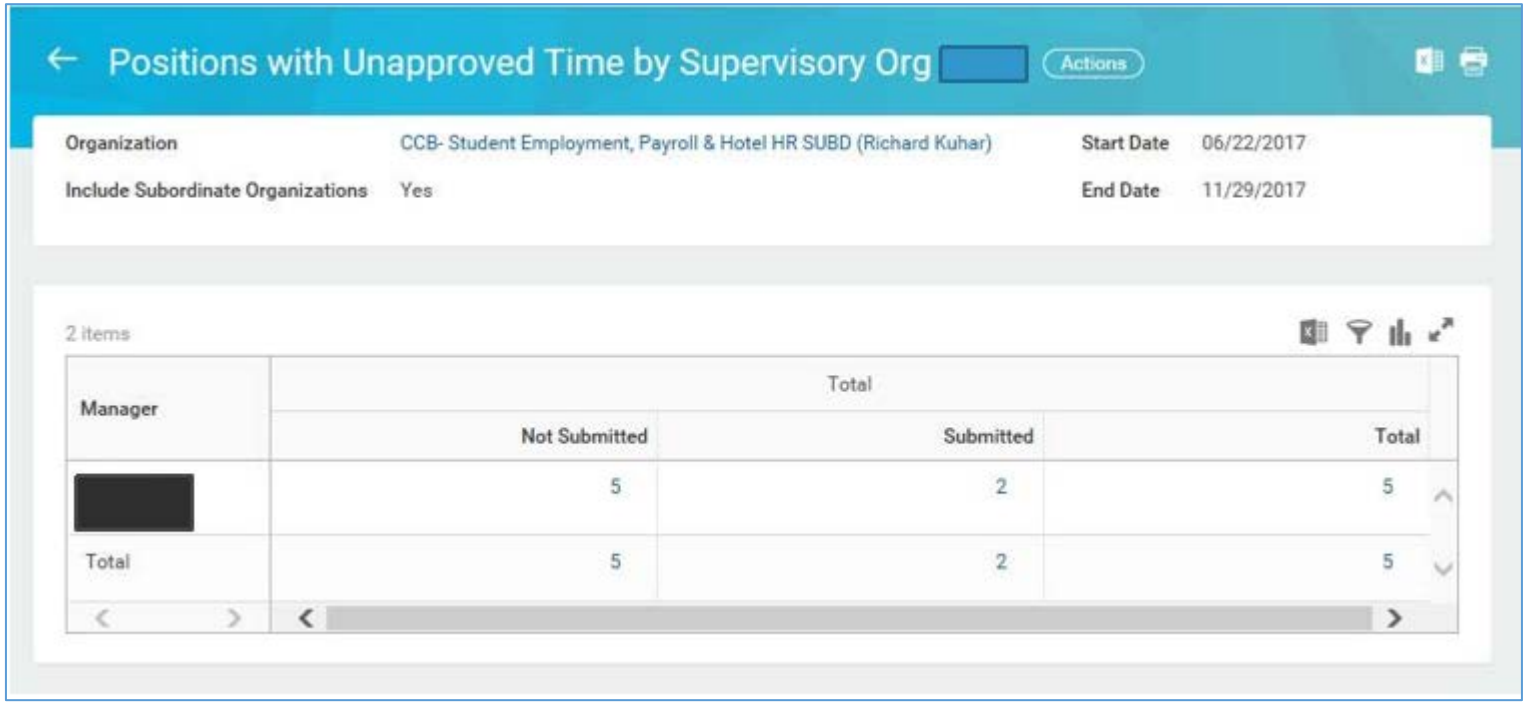


2. Select Positions With Unapproved Time by Supervisory Org



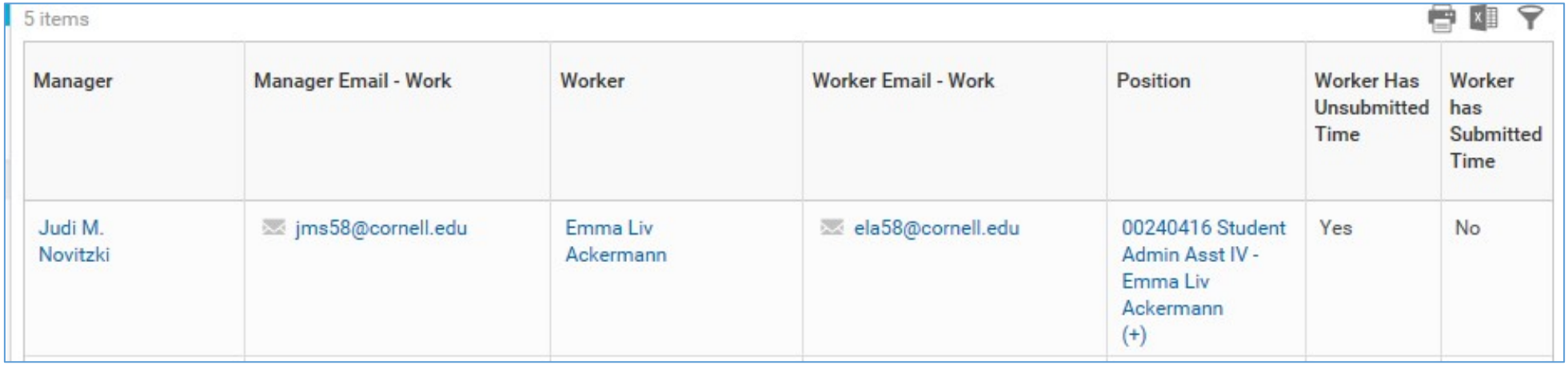
3. Select the Supervisory Organization(s).
4. Select Include Subordinate Organizations.
5. Fill in the start Date to be the first day of the pay period.

6. Fill in the end Date to be the last day of the pay period.
    - **Job Families Group**- you can use this filter to give you employees that fall with one or more groups, but it is not required.
    - **Exclude Employee Type** – can use this to exclude employees' types but is not required.
7. Click **OK**.
8. In the report you will see a row for each manager with the number of Not Submitted Time Blocks, Submitted Time Blocks, and Total for manger.



Using the report

1. By Clicking on the number in any column, a new window will open with Manager, Manager Email, Worker, Worker Email, Position along with the Submitted or Not Submitted columns.



5 items

Manager	Manager Email - Work	Worker	Worker Email - Work	Position	Worker Has Unsubmitted Time	Worker has Submitted Time
Judi M. Novitzki	jms58@cornell.edu	Emma Liv Ackermann	ela58@cornell.edu	00240416 Student Admin Asst IV - Emma Liv Ackermann (+)	Yes	No

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