In WDTT an Employee will submit their time and a manager or Pay Rep will approve that time. This report will give you each manager 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

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**Search Results**

**Common**

- Banking
- Expenses
- Financial Accounting
- Integrations
- Organizations
- Payroll

**Unapproved Time Block Details by Supervisory Organizations**

This report shows the details for all unapproved time blocks in the supervisory organization selected.

**Unapproved Time Off Requests by Date Range (WIP)**

This report pulls all Time Off Entries where Approved Date is blank and the Entered Date or Time Off Date are within the prompted date range. Exception: This report does not include unapproved Time Off Entries where the...

**Positions with Unapproved Time by Supervisory Organizations**

This report shows the number of positions with unapproved time for managers in the supervisory organization selected. This will only show managers if they have workers with unapproved time blocks.
2. Select Positions With Unapproved Time by Supervisory Org

Positions with Unapproved Time by Supervisory Organizations

- Organizations
- Include Subordinate Organizations
- Start Date
- End Date
- Worker
- Exclude Employee Type
- Job Family Group

Filter Name

Manage Filters
0 Saved Filters

OK  Cancel

3. Select the Supervisory Organization(s)
4. Select Include Subordinate Organizations

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

   ![Image of Positions with Unapproved Time by Supervisory Org]

   - You will see a row for each manager with the number of Not Submitted Time Blocks, Submitted Time Blocks, and Total for manager

More questions? Please contact the helpdesk at [hrpayrollsupport@cornell.edu](mailto:hrpayrollsupport@cornell.edu).
2. 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.

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)

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