WDTT report provides the creation and modification details for time blocks over a specified period.

**Running of report**

1. On the Workday homepage, type time block in the search menu

![Search Results](image-url)
2. Select Time Block Audit by Date Range and Supervisory Organizations

Time Block Audit by Date Range and Supervisory Organizations

- Select Supervisory Organizations:
  - HR-Time Tracking UAT Union Jobs SUBD (Heather UAT Smart Manager)
  - HR-Time Tracking UAT Student Jobs JM (Heather UAT Smart Manager)
  - HR-Time Tracking UAT Demo JM (Heather UAT Smart Manager)

Include Subordinate Organizations

- Start Date: 11/23/2017
- End Date: 12/06/2017
- Worker
- Exclude Employee Type
- Job Family Group
- Status

Filter Name

Manage Filters
0 Saved Filters

OK
Cancel

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
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
   - **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>Status</th>
<th>Supervisory Organization</th>
<th>Supervisory Org Code</th>
<th>Supervisory Org Name</th>
<th>Manager</th>
<th>Manager Email</th>
<th>Reported Date</th>
<th>Time Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>3975034</td>
<td>Heather Ann Wiese</td>
<td>Approved</td>
<td>DFA - Payroll Office SUBD (Diane K. Thurm)</td>
<td>PAYROLL</td>
<td>DFA - Payroll Office</td>
<td>Diane K. Thurm</td>
<td><a href="mailto:ct52@cornell.edu">ct52@cornell.edu</a></td>
<td>01/04/2018</td>
<td>4.2 Hours on 01/04/2018</td>
</tr>
</tbody>
</table>

**Time Block History**

<table>
<thead>
<tr>
<th>Modified Moment</th>
<th>Modified By</th>
<th>Is Deleted</th>
<th>Historical Status</th>
<th>Quantity</th>
<th>Time Entry Code</th>
<th>Adjusted</th>
<th>Calendar Date</th>
<th>Details</th>
<th>Comment</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/11/2018 08:14:42.399 AM</td>
<td>Diane K. Thurm</td>
<td>No</td>
<td>Approved</td>
<td>4.2</td>
<td>Regular</td>
<td>No</td>
<td>01/04/2018</td>
<td>Comment:</td>
<td></td>
<td>User Entered</td>
</tr>
<tr>
<td>01/11/2018 07:48:30.113 AM</td>
<td>Heather Ann Wiese</td>
<td>No</td>
<td>Not Required</td>
<td>4.2</td>
<td>Regular</td>
<td>No</td>
<td>01/04/2018</td>
<td>Comment:</td>
<td></td>
<td>User Entered</td>
</tr>
<tr>
<td>01/11/2018 07:48:30.113 AM</td>
<td>Heather Ann Wiese</td>
<td>No</td>
<td>Submitted</td>
<td>4.2</td>
<td>Regular</td>
<td>No</td>
<td>01/04/2018</td>
<td>Comment:</td>
<td></td>
<td>User Entered</td>
</tr>
<tr>
<td>01/11/2018 07:09:26.498 AM</td>
<td>Heather Ann Wiese</td>
<td>No</td>
<td>Not Required</td>
<td>4.2</td>
<td>Regular</td>
<td>No</td>
<td>01/04/2018</td>
<td>Comment:</td>
<td></td>
<td>User Entered</td>
</tr>
</tbody>
</table>

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2. Using the report

1. You will see a time Block and all the changes that have been made to the time block.
   - Shows the date that the time block was modified.
   - Shows you who modified the time block.
   - Any comments that have entered on the time block.

2. 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

3. 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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