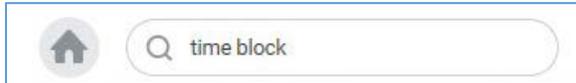




WDTT report provides the creation and modification details for time blocks over a specified period.

## Running of the report

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



2. Select Time Block Audit by Date Range and Supervisory Organizations.

**Time Block Audit by Date Range and Supervisory Organizations**

Supervisory Organization \*  
X HR-Time Tracking UAT Union Jobs SUBD (Heather UAT Smart Manager)  
X HR-Time Tracking UAT Student Jobs JM (Heather UAT Smart Manager)  
X 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

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**

Employee ID	Worker	Status	Supervisory Organization	Supervisory Org Code	Supervisory Org Name	Manager	Manager Email	Reported Date	Time Block
3975034	<a href="#">Heather Ann Wiese</a>	Approved	<a href="#">DFA - Payroll Office SUBD (Diane K. Thurm)</a>	PAYROLL	DFA - Payroll Office	<a href="#">Diane K. Thurm</a>	<a href="mailto:dt52@cornell.edu">✉ dt52@cornell.edu</a>	01/04/2018	4.2 Hours on 01/04/2018

Time Block History											
Modified Moment	Modified By	Is Deleted	Historical Status	Quantity	Time Entry Code	Adjusted	Calendar Date	Details	Comment	Source	
01/11/2018 08:14:42.399 AM	<a href="#">Diane K. Thurm</a>	No	Approved	4.2	Regular	No	01/04/2018	Comment:		User Entered	
01/11/2018 07:48:30.113 AM	<a href="#">Heather Ann Wiese</a>	No	Not Required	4.2	Regular	No	01/04/2018	Comment:		User Entered	
01/11/2018 07:48:30.113 AM	<a href="#">Heather Ann Wiese</a>	No	Submitted	4.2	Regular	No	01/04/2018	Comment:		User Entered	
01/11/2018 07:09:26.498 AM		No	Not Required	4.2	Regular	No	01/04/2018	Comment:		User Entered	

## 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** 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](mailto:hrpayrollsupport@cornell.edu)