Cornell University

The report displays all Errors and Warnings that are time blocks for workers by Supervisory org.

Running of the report

1. On the Workday homepage, type **time** in the search menu
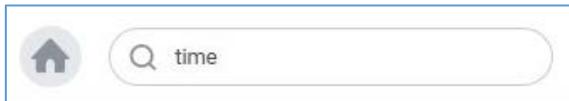
2. Select Detailed Time Errors and Warnings by Supervisory Organizations
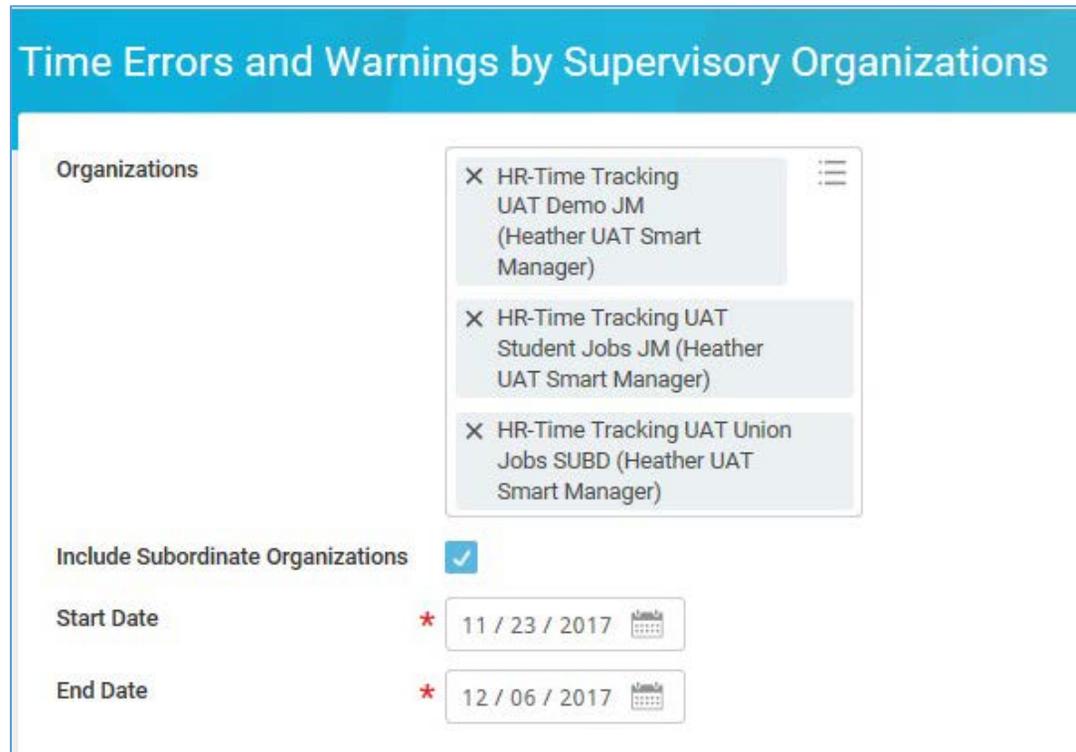
3. Select the Supervisory Organization(s)
4. Select Include Subordinate Organizations

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

7. Click **OK**

8. In the report you will see a row for each Warnings and Errors by employee.

Using the report

1. This report allows you to review the Time Errors and Warnings.
   - Time Errors will not allow you to submit the time card for approval.
   - Time Warnings will allow you submit the time card for approval.

2. If you would like to email the employee, you can click on the **related actions icon** ⌐ to select the Worker's Email
   - 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)