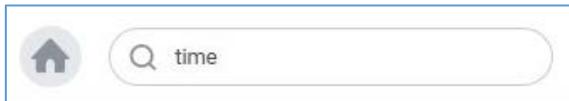




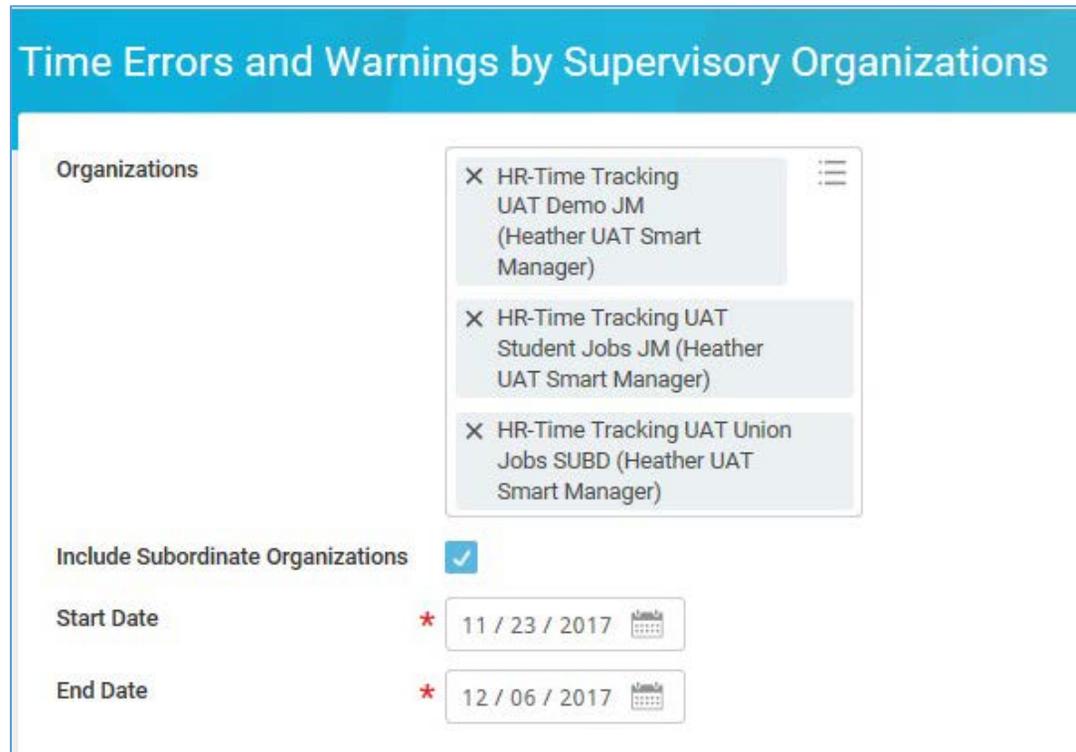
The report displays all Errors and Warnings that are time blocks for workers by Supervisory org.

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.

← Time Errors and Warnings by Supervisory Organizations Actions

Organizations: HR-Time Tracking UAT Demo JM (Heather UAT Smart Manager) Start Date: 11/23/2017
 HR-Time Tracking UAT Student Jobs JM (Heather UAT Smart Manager) End Date: 12/06/2017
 HR-Time Tracking UAT Union Jobs SUBD (Heather UAT Smart Manager)
 Include Subordinate Organizations: Yes

34 Items

Employee ID	Worker	Date	Validation Errors and Warnings	Warning Validation Exists	Critical Validation Exists	Time Blocks for a Day				
						Position for Time Block	Time Block	Time Type	In Time	Out Time
W0017050	Deloras KS Ogara	11/23/2017	MEAL01.01: Consecutive Hours without a Meal in Time Day > 6. NO gap of fewer than 30 minutes is considered a meal.	Yes		00332403 Temp Serv Prof - Deloras KS Ogara	9 Hours on 11/23/2017	Regular	11/23/2017 07:43 AM GMT-05:00 Eastern Time (New York)	11/23/2017 04:40 PM GMT-05:00 Eastern Time (New York)
W0017046	Gala KS Hankin	11/23/2017	MEAL01.01: Consecutive Hours without a Meal in Time Day > 6. NO gap of fewer than 30 minutes is considered a meal.	Yes		00332399 Temp Serv Prof - Gala KS Hankin	9 Hours on 11/23/2017	Regular	11/23/2017 07:43 AM GMT-05:00 Eastern Time (New York)	11/23/2017 04:40 PM GMT-05:00 Eastern Time (New York)
W0017054	Glinda KS Coy	11/23/2017	MEAL01.01: Consecutive Hours without a Meal in Time Day > 6. NO gap of fewer than 30 minutes is considered a meal.	Yes		00332407 Temp Serv Prof - Glinda KS Coy	9 Hours on 11/23/2017	Regular	11/23/2017 07:43 AM GMT-05:00 Eastern Time (New York)	11/23/2017 04:40 PM GMT-05:00 Eastern Time (New York)
W0017066	Lisa James BW Union	11/23/2017	MEAL01.01: Consecutive Hours without a Meal in Time Day > 6. NO gap of fewer than 30 minutes is considered a meal.	Yes		00332448 Boiler Operator WTP Tech - Lisa James BW Union	1 on 11/23/2017			

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)