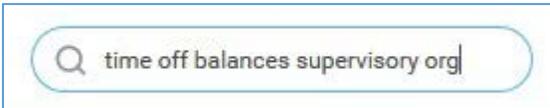




Running of the report

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



2. Select Time Off Balances by Supervisory Org

3. Select the Supervisory Organization
4. Select Include Subordinate Organizations
5. Effective as of Date- Fill in the date you wish to use
6. Select Non-Exempt
 - **Worker-** Not required.
 - **Exclude Time Off Plans for Positions** – can use this to exclude certain plans but is not required.
7. Click **OK**

8. In the Report you will see each Worker, Employee ID, Position, Supervisory Organization/Name/Code, Exempt, Employee Type, Job Family Group, Job Family, Job Profile, Scheduled Weekly Hours, Time Off Plan, Time off Balance for Position, Unit of Time for the position.

Employee ID	Worker	Position ID	Supervisory Organization	Supervisory Org Name	Supervisory Org Code	Exempt	Employee Type	Job Family Group	Job Family	Job Profile	Scheduled Weekly Hours	Eligible Time Off Plans for Position		
												Time Off Plan	Time Off Balance for Position	Unit of Time
3975034	Heather Ann Wiese	00133294	DFA - Payroll Office SUBD (Diane K. Thurm)	DFA - Payroll Office	PAYROLL	No	Regular	Staff	Fin/Budget /Planning	10004 - Accounts Rep IV	39	Health & Personal Leave - BW	59.713201	Hours
												Paid Time Off - BW	0	Hours
												Sickoverflow - BW	0	Hours
												Vacation - BW	38.561198	Hours

Using the report

- 1. You may Export to Excel
- 2. You May filter this report
- 3. You may see this report as a graph

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