Running of the report

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

![Time Off Balances by Supervisory Organizations]

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.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Worker</th>
<th>Position ID</th>
<th>Supervisory Organization</th>
<th>Supervisory Org Name</th>
<th>Supervisory Org Code</th>
<th>Exempt</th>
<th>Employee Type</th>
<th>Job Family Group</th>
<th>Job Family</th>
<th>Job Profile</th>
<th>Scheduled Weekly Hours</th>
<th>Time Off Plan</th>
<th>Time Off Balance for Position</th>
<th>Unit of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3995634</td>
<td>Heather Ann Weese</td>
<td>001322294</td>
<td>DFA - Payroll Office SUBD (Dave K. Thumm)</td>
<td>DFA - Payroll Office</td>
<td>PAYROLL</td>
<td>No</td>
<td>Regular</td>
<td>Staff</td>
<td>Fin/Budget /Planning</td>
<td>10004 - Accounts Rep IV</td>
<td>39</td>
<td>Health &amp; Personal Leave - BW</td>
<td>59.712021 Hours</td>
<td></td>
</tr>
</tbody>
</table>

**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 hrpayrollsupport@cornell.edu.