This report will give you accrual balances for employees in your Supervisory Org. with any date range you select.

**Running of the report**

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

![Time Off Totals by Date Range and Supervisory Organizations](image)

2. Select Time Off Balances by Supervisory Org

3. Select the Supervisory Organization(s)
4. Select Include Subordinate Organizations
5. Start Date- Fill in the date you want to use
6. End Date- Fill in the date you want to use
7. Select Non-Exempt
   • **Time Off Type** - You may use this to select the Time off Types you would like to see but is not required.
   • **Exclude Employee Type(s)** – can use this to exclude Employees Types but is not required.
   • **Job Family Group or Job Family** - You may select the Job family you would like to run the report for but is not required
   • **Worker** - You may run the report for a selected Worker, or multiple workers in the Org

8. Click **OK**

9. In the Report you will see each Worker, Employee ID, Position Supervisory Organization Code/name, Position Job Family Group, Hours, Leave Type, and Time Off Totals By Unit of Time.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Employee ID</th>
<th>Position Supervisory Organization</th>
<th>Supervisory Org Code</th>
<th>Supervisory Org Name</th>
<th>Position Job Family Group</th>
<th>Days</th>
<th>Hours</th>
<th>Time Off Totals by Unit of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin M. Beaudoin</td>
<td>1265215</td>
<td>DPA - Payroll Office SUBD (Leora Snoyberger)</td>
<td>PAYROLL</td>
<td>DPA - Payroll Office</td>
<td>Staff</td>
<td>0.00</td>
<td>13.50</td>
<td>13.80</td>
</tr>
<tr>
<td>Kyle E. Varelas</td>
<td>1023011</td>
<td>DPA - Payroll Office SUBD (Diane K. Thomm)</td>
<td>PAYROLL</td>
<td>DPA - Payroll Office</td>
<td>Staff</td>
<td>0.00</td>
<td>0.22</td>
<td>8.00</td>
</tr>
<tr>
<td>Bridget Foster</td>
<td>1061154</td>
<td>DPA - Payroll Office SUBD (Amy Grove Beckhorn)</td>
<td>PAYROLL</td>
<td>DPA - Payroll Office</td>
<td>Staff</td>
<td>0.00</td>
<td>7.80</td>
<td>7.80</td>
</tr>
<tr>
<td>Heather Ann Weise</td>
<td>3975024</td>
<td>DPA - Payroll Office SUBD (Diane K. Thomm)</td>
<td>PAYROLL</td>
<td>DPA - Payroll Office</td>
<td>Staff</td>
<td>0.00</td>
<td>7.80</td>
<td>7.80</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
4. By clicking on the blue Hyperlink in the number of hours an additional window will open, showing Time Off Entry and Time Off Totals by Unit of Time
5. Clicking on the hyperlink in the Time Off Entry will give you more information on the Time off Entry including the Position, Requested, Initiated On, and Status.

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