



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

A search bar containing the text "time off total". Below the search bar, a dropdown menu is open, displaying the option "Time Off Totals by Date Range and Supervisory Organizations - Report".

2. Select Time Off Balances by Supervisory Org

The screenshot shows the configuration page for the report. The title is "Time Off Totals by Date Range and Supervisory Organizations". The page contains several fields and checkboxes:

- Organizations: A dropdown menu.
- Include Subordinate Organizations: An unchecked checkbox.
- Include Managers: An unchecked checkbox.
- Start Date: A date field with a red asterisk, containing "MM / DD / YYYY" and a calendar icon.
- End Date: A date field with a red asterisk, containing "MM / DD / YYYY" and a calendar icon.
- Exempt: A checked checkbox.
- Non-Exempt: A checked checkbox.
- Time Off Type: A dropdown menu.
- Exclude Employee Type(s): A dropdown menu.
- Job Family Group or Job Family: A dropdown menu.
- Worker: A dropdown menu.

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.

Worker	Employee ID	Position Supervisory Organization	Supervisory Org Code	Supervisory Org Name	Position Job Family Group	Days		Hours		Time Off Totals by Unit of Time
						Health & Personal Leave - SM	Vacation (Days)	Health & Personal Leave (Hours)	Vacation (Hours)	
Robin M. Beaudoin	1286315	DFA - Payroll Office SUBD (Leora Snowberger)	PAYROLL	DFA - Payroll Office	Staff	0.00	0.00	13.58	0.22	13.80
Kyle E. Vanetten	1023011	DFA - Payroll Office SUBD (Diane K. Thurm)	PAYROLL	DFA - Payroll Office	Staff	0.00	0.00	0.20	7.80	8.00
Bridget Foster	1006154	DFA - Payroll Office SUBD (Amy Grove Beckhorn)	PAYROLL	DFA - Payroll Office	Staff	0.00	0.00	7.80	0.00	7.80
Heather Ann Wiese	3975034	DFA - Payroll Office SUBD (Diane K. Thurm)	PAYROLL	DFA - Payroll Office	Staff	0.00	0.00	0.00	7.80	7.80

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

10 items 

Time Off Entry	Time Off Totals by Unit of Time
01/18/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/19/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/22/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/23/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/24/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/25/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/26/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/29/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/30/2018 - 7.8 Hours (Jessica Bailey)	7.80
01/31/2018 - 7.8 Hours (Jessica Bailey)	7.80

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

View Time Off Entry 

Date 01/18/2018
Time Off Type Catastrophic Leave (Hours)
Position 00146255 Administrative Asst III
Quantity 7.8 Hours
Status Successfully Completed

Time Off History 1 item 

Position	Requested	Unit of Time	Initiated On	Status	Time Off Event
00146255 Administrative Asst III	7.8	Hours	11/09/2017 09:16:38.976 AM	Approved	Q

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