



Audit time worked, time off, or calculated pay for a variety of human resources, payroll and employee relations issues. Listed by Pay Calculation Type.

Running the report

1. On the Workday homepage, type **Time For** in the search menu

2. Select Time for Supervisory Organization by Time or Calculation Type

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. Fill in the below Optional Fields, if desired:
 - **Worker** – you can select one employee, but is not required.
 - **Exclude Employee Type** – can use this to exclude employees' types but is not required.
 - **Job Family / Job Families Group** - you can use this filter to give you employees that fall with one or more groups, but it is not required.
8. Click **OK**
9. In the Report:

| Employee ID | Worker | Position | Worker Email | Supervisory Organization | Supervisory Org Name | Supervisory Org Code | Manager | Manager Email | Job Family Group | Employee Type | Calculation Tags | Pay Period for Time Block | Time Block |
|-------------|-------------------|--|----------------------|--|----------------------|----------------------|--------------------|---------------------|------------------|---------------|---------------------------|---------------------------|-------------------------|
| 3129559 | Robi M. Peters | 00147150 Applications Systems Assistant I - Robi M. Peters | ✉ rmp237@cornell.edu | DFA - Payroll Office SUBD (Amy Grove Beckhorn) | DFA - Payroll Office | PAYROLL | Amy Grove Beckhorn | ✉ amg49@cornell.edu | Staff | Regular | Regular z-Premium Trigger | | 4.1 Hours on 02/01/2018 |
| 1829857 | Lexi L. Mest | 00133308 Accounts Rep IV - Lexi L. Mest | ✉ lm44@cornell.edu | DFA - Payroll Office SUBD (Leora Snowberger) | DFA - Payroll Office | PAYROLL | Leora Snowberger | ✉ ls35@cornell.edu | Staff | Regular | Regular z-Premium Trigger | | 4.4 Hours on 02/01/2018 |
| 1023011 | Kyle E. Vanetten | 00120322 Accounts Rep IV - Kyle E. Vanetten | ✉ kev4@cornell.edu | DFA - Payroll Office SUBD (Diane K. Thurm) | DFA - Payroll Office | PAYROLL | Diane K. Thurm | ✉ dt52@cornell.edu | Staff | Regular | Regular z-Premium Trigger | | 4.2 Hours on 02/01/2018 |
| 3975034 | Heather Ann Wiese | 00133294 Accounts Rep IV - Heather Ann Wiese | ✉ haw67@cornell.edu | DFA - Payroll Office SUBD (Diane K. Thurm) | DFA - Payroll Office | PAYROLL | Diane K. Thurm | ✉ dt52@cornell.edu | Staff | Regular | Regular z-Premium Trigger | | 4.3 Hours on 02/01/2018 |

| Calculated Quantity | Reported Date | Source | Is Submitted | Is Approved | Approval Date |
|---------------------|---------------|--------------|--------------|-------------|----------------------------|
| 4.8 | 03/01/2018 | User Entered | | Yes | 03/09/2018 07:03:24.303 AM |
| 4.4 | 03/01/2018 | User Entered | | Yes | 03/15/2018 10:18:23.896 AM |
| 4.3 | 03/01/2018 | User Entered | | Yes | 03/15/2018 10:18:23.896 AM |
| 5.4 | 03/01/2018 | User Entered | | Yes | 03/08/2018 08:49:15.163 AM |

Using the report

- You will see a row that shows the time Block and the Calculation tag associated with time block.
 - Shows you if the time block is submitted or is approved.
 - Also shows you the date when the time block was approved.
- You may email each employee from the hyperlink in Worker Email column
- You may email the manager of employees from the hyperlink in the Manager Email column
 - You may export this window to Excel
 - You may print from this window
- To get to the employee's time card you can click on the **related actions** icon then select Time and Leave Enter time, and then select the week you want (**note this will take you out of the report*)

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