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 of report**

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

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**Search Results**

**Categories**
- Common
  - Financial Accounting
  - Organizations
  - Payroll
  - People
  - Processes
  - Procurement
  - Recruiting
  - Security

**Search Results** 9 Items

**Tasks and Reports**
- Time for Supervisory Organizations by Time or Calculation Type
  - Audit report that shows all time blocks with the selected calculation tag.
- Enter Time for Worker
- Reported Time Blocks for a Worker
- Run Time Calculations for a Date Range

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
2. Select Time for Supervisory Organization by Time or Calculation Type

3. Select the Supervisory Organization(s)

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
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
   - **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.
7. Click OK
8. In the Report:

![Table with employee data]

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

1. 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.

2. You may email each employee from the hyperlink in Worker Email column

3. 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

4. To Get to the employee’s time card you can click on the related actions then select Time and Leave Enter time, and then select the week you want (* note this will take you out of the report)