Frequently run this report to see who is over and under their scheduled hours. This report allows you to see hours that are Not submitted or Submitted, Approved or Not Approved, Time Off Requested for the pay period.

**Running of report**

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

2. Select Total Time vs Scheduled Hours by Supervisory Org

More questions? Please contact the helpdesk at hrpayrollsupport@cornell.edu.
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
   - Worker - Not Required
   - Job Families Group - you can use this filter to give you employees that fall with one or more groups, but it is not required.
   - Exclude Employee Type – can use this to exclude employees' types but is not required.
7. Click OK
8. In the Report:

- You will see a row for each worker with time in the pay period
- It gives you their Employee ID, Name, Worker Email, Position ID, Manager, Manager Email, Employee Type, Total Time off Requested, Time Entered, Total Hours, Scheduled Hours, Percentage of Scheduled Weekly Hours
- The percentage of Scheduled Weekly hours give you a good way to look at anyone who is either missing hours or reporting hours wrongly

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2. Using the report

1. You may email each employee from the hyperlink in Worker Email column.
2. You may email the manager of employees from the hyperlink in the Manager Email column.
3. You can click on the hyperlink in Time Entered column. This will open another window with the details of each Time Block.

<table>
<thead>
<tr>
<th>Worker Email</th>
<th>Supervisory Organization</th>
<th>Manager</th>
<th>Manager Email</th>
<th>Job Family Group</th>
<th>Job Family</th>
<th>Employee Type</th>
<th>Source</th>
<th>Status</th>
<th>Time Block is Regular</th>
<th>Time Block is Overtime</th>
<th>Time Block is Shift</th>
<th>Time Block is Holiday</th>
<th>Time Block is Special Rate</th>
<th>Time Block is Other</th>
<th>Time Block is No Pay</th>
<th>Time Block is FWS REG</th>
<th>Time Block is FWS OT</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:elc22k@cornell.edu">elc22k@cornell.edu</a></td>
<td>CCB: Student Employment &amp; Payroll SUBD (Julie M. Novitzki)</td>
<td>Judi M. Novitzki</td>
<td><a href="mailto:jmstephen@cornell.edu">jmstephen@cornell.edu</a></td>
<td>Staff</td>
<td>Fin/Budget/Planning</td>
<td>Regular</td>
<td>User Entered</td>
<td>Approved</td>
<td>Yes</td>
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4. In this window you will see the worker, Time Block, Reported Date, Employee ID, Position, Worker Email, Supervisory Org, Manager, Manager Email, Job Family Group, Job Family, Employee Type, Source, Status:
   - There are columns for how the submitted and approved hours will calculate (Regular, Overtime, Shift, Holiday, Special Rate, Other, No Pay, FWS REG, FWS OT)
   - You may export this window to Excel
   - You may print from this window

5. To close the window for the Time Block click on

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