



We recommend this report be run frequently to see who is over or under their scheduled hours. This report allows you to see hours that are: Not submitted or Submitted, Approved or Not Approved, and 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**

**Total Time vs Scheduled Hours by Supervisory Organizations** Actions

Instructions Please run this for a bi-weekly period. The scheduled hours are calculated for a bi-weekly period (Scheduled Weekly Hours x 2).

Supervisory Organizations \*

Include Subordinate Organizations

Start Date \* MM / DD / YYYY

End Date \* MM / DD / YYYY

Worker

Exclude Employee Type

Job Family / Job Family Group

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 Optional Fields, if desired:

- **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.

8. Click **OK**

9. 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, Manger, Manger 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.

Employee ID	Worker	Worker Email - Work	Position ID	Manager	Manager Email - Work	Employee Type	Total Time Off Requested	Time Entered	Total Hours (Time Off and Time Entered)	Scheduled Hours (Bi-Weekly Period)	Total Hours vs Scheduled Weekly Hours	Percentage of Scheduled Weekly Hours
2290421	April L. Carlyle	<a href="mailto:alc226@cornell.edu">✉ alc226@cornell.edu</a>	00273736	Judi M. Novitzki	<a href="mailto:jms58@cornell.edu">✉ jms58@cornell.edu</a>	Regular	0	50.1	50.1	78	-27.9	<div style="width: 64.23%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 64.23%
1008615	Lisa J. Rhoads	<a href="mailto:ljr7@cornell.edu">✉ ljr7@cornell.edu</a>	00114253	Richard Kuhar	<a href="mailto:rk30@cornell.edu">✉ rk30@cornell.edu</a>	Regular	0	7.8	7.8	78	-70.2	<div style="width: 10.00%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 10.00%
3152431	Giovanna Lyssa Caixeta Cavagnaro	<a href="mailto:glc75@cornell.edu">✉ glc75@cornell.edu</a>	00237708	Judi M. Novitzki	<a href="mailto:jms58@cornell.edu">✉ jms58@cornell.edu</a>	Student Hourly (Fixed Term)	0	0	0	40	-40	<div style="width: 0.00%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 0.00%
3129463	Savannah Rose Kramer	<a href="mailto:srk223@cornell.edu">✉ srk223@cornell.edu</a>	00239738	Judi M. Novitzki	<a href="mailto:jms58@cornell.edu">✉ jms58@cornell.edu</a>	Student Hourly (Fixed Term)	0	0	0	40	-40	<div style="width: 0.00%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 0.00%

## 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.

Worker Email	Supervisory Organization	Manager	Manager Email	Job Family Group	Job Family	Employee Type	Source	Status	Time Block is Regular	Time Block is Overtime	Time Block is Shift	Time Block is Time Away	Time Block is Holiday	Time Block is Special Rate	Time Block is Other	Time Block is No Pay	Time Block is FWS REG	Time Block is FWS OT
<a href="#">alc226@cornell.edu</a>	CCB- Student Employment & Payroll SUBD (Judi M. Novitzki)	Judi M. Novitzki	<a href="#">jms58@cornell.edu</a>	Staff	Fin/Budget/Planning	Regular	User Entered	Approved		Yes								
<a href="#">alc226@cornell.edu</a>	CCB- Student Employment & Payroll SUBD (Judi M. Novitzki)	Judi M. Novitzki	<a href="#">jms58@cornell.edu</a>	Staff	Fin/Budget/Planning	Regular	User Entered	Approved	Yes									
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<a href="#">alc226@cornell.edu</a>	CCB- Student Employment & Payroll SUBD (Judi M. Novitzki)	Judi M. Novitzki	<a href="#">jms58@cornell.edu</a>	Staff	Fin/Budget/Planning	Regular	User Entered	Approved	Yes									
<a href="#">alc226@cornell.edu</a>	CCB- Student Employment & Payroll SUBD (Judi M. Novitzki)	Judi M. Novitzki	<a href="#">jms58@cornell.edu</a>	Staff	Fin/Budget/Planning	Regular	User Entered	Approved	Yes									
<a href="#">alc226@cornell.edu</a>	CCB- Student Employment & Payroll SUBD (Judi M. Novitzki)	Judi M. Novitzki	<a href="#">jms58@cornell.edu</a>	Staff	Fin/Budget/Planning	Regular	User Entered	Approved	Yes									

4. In this window you will see the worker, Time Block, Reported Date, Employee ID, Position, Worker Email, Supervisory Org, Manager, Manger Email, Job Family Group, Job Family, Employee Type, Source, and 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 the X. 

**More questions?** Please contact the helpdesk at [hrpayrollsupport@cornell.edu](mailto:hrpayrollsupport@cornell.edu)