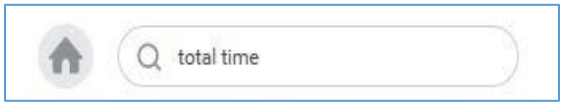
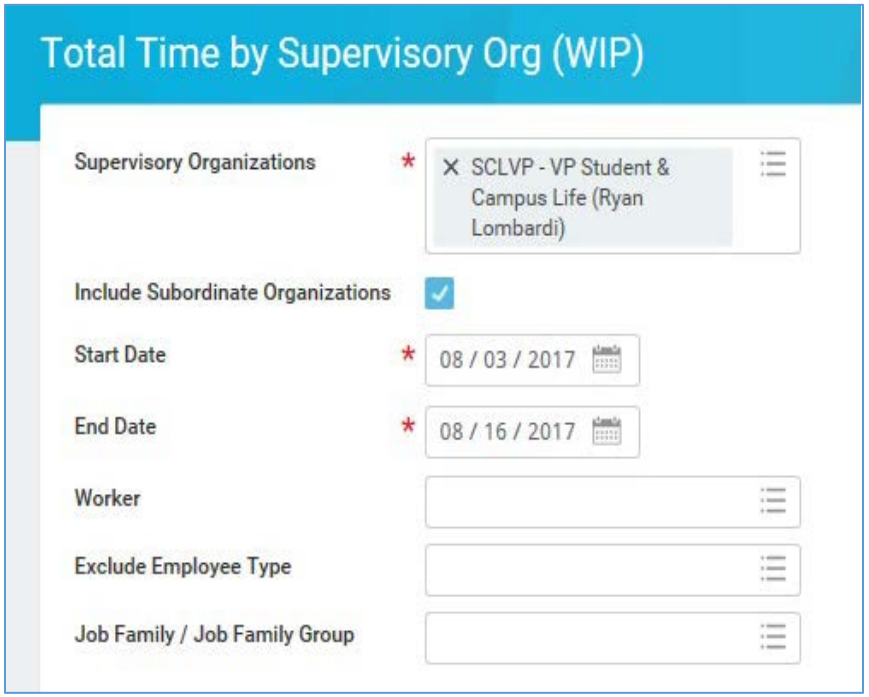
Audit report that shows total time worked and time off for each worker by supervisory organization for a selected date range.

Running of the report

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

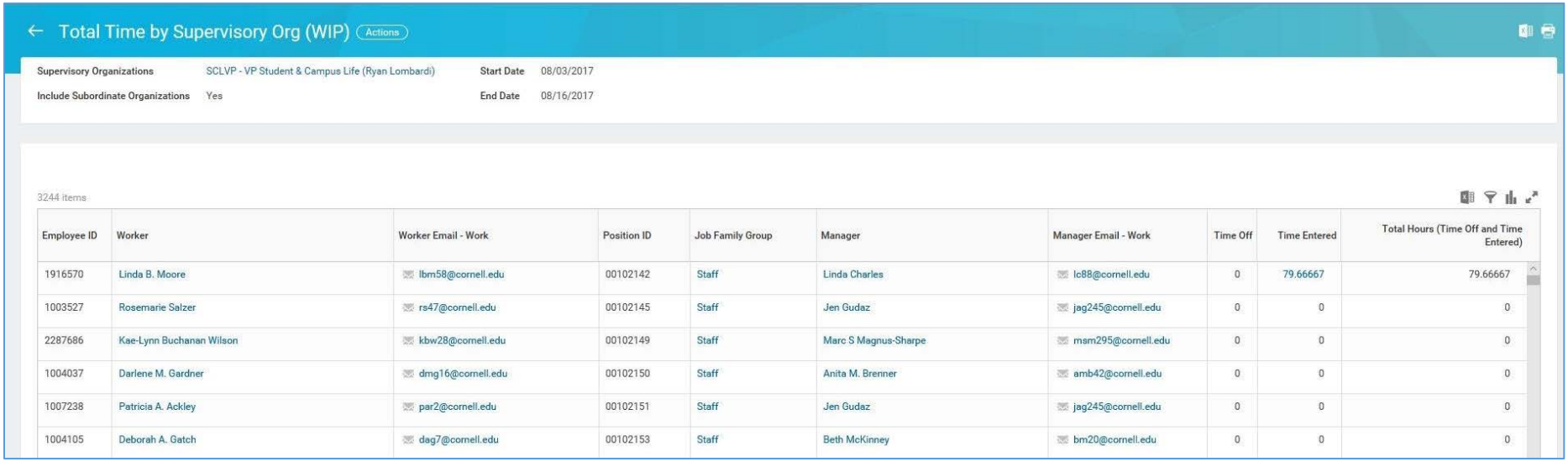


2. Select Total Time by Supervisory Org (WIP)



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. Optional fields:
    - **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 you will see a row for each employee that shows the time off and time worked.



← Total Time by Supervisory Org (WIP) Actions

Supervisory Organizations: SCLVP - VP Student & Campus Life (Ryan Lombardi)
Include Subordinate Organizations: Yes
Start Date: 08/03/2017
End Date: 08/16/2017

3244 items

Employee ID	Worker	Worker Email - Work	Position ID	Job Family Group	Manager	Manager Email - Work	Time Off	Time Entered	Total Hours (Time Off and Time Entered)
1916570	Linda B. Moore	lbm58@cornell.edu	00102142	Staff	Linda Charles	lc88@cornell.edu	0	79.66667	79.66667
1003527	Rosemarie Salzer	rs47@cornell.edu	00102145	Staff	Jen Gudaz	jag245@cornell.edu	0	0	0
2287686	Kae-Lynn Buchanan Wilson	kbw28@cornell.edu	00102149	Staff	Marc S Magnus-Sharpe	msm295@cornell.edu	0	0	0
1004037	Darlene M. Gardner	dmg16@cornell.edu	00102150	Staff	Anita M. Brenner	amb42@cornell.edu	0	0	0
1007238	Patricia A. Ackley	par2@cornell.edu	00102151	Staff	Jen Gudaz	jag245@cornell.edu	0	0	0
1004105	Deborah A. Gatch	dag7@cornell.edu	00102153	Staff	Beth McKinney	bm20@cornell.edu	0	0	0

Using the report

1. By clicking on the number in any column, a new window will open with Worker, Time Block, Reported Date, Employee ID, Position, 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 columns.

Criteria View by: Select a Field... and then by: Select a Field... Refresh

2 items

Worker	Time Block	Reported Date	Employee ID	Position	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
Michael Jeffery Brown	4 Hours on 08/03/2017	08/03/2017	4570079	00144943 Certified Medical Assistant - Michael Jeffery Brown	mjb549@cornell.edu	SCLCH - Cornell Health SUBD (Bridget Flanigan)	Bridget Flanigan	bf299@cornell.edu	Staff	Health	Regular	User Entered	Approved	Yes									
Michael Jeffery Brown	4 Hours on 08/03/2017	08/03/2017	4570079	00144943 Certified Medical Assistant - Michael Jeffery Brown	mjb549@cornell.edu	SCLCH - Cornell Health SUBD (Bridget Flanigan)	Bridget Flanigan	bf299@cornell.edu	Staff	Health	Regular	User Entered	Approved	Yes									

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** 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.