



In WDTT an Employee will submit their time and a manger or Pay Rep will approve that time. This report should be ran at least every Wednesday to see what time is submitted or not submitted and not approved.

Running the report

1. On the Workday homepage, type unapproved in the search menu

A search bar with a magnifying glass icon on the left and the text 'unapproved' inside. The search bar is enclosed in a blue border.

2. Select Positions With Unapproved Time Block Details by Supervisory Organizations

The screenshot shows a configuration screen for the report. The title is 'Unapproved Time Block Details by Supervisory Organizations'. The fields are: Organizations (dropdown), Include Subordinate Organizations (checkbox checked), Starting Reported Date (calendar icon, MM/DD/YYYY), Ending Reported Date (calendar icon, MM/DD/YYYY), Manager (dropdown), Worker (dropdown), Exclude Employee Type (dropdown), and Job Family Group (dropdown).

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.
- **Exclude Employee Type** – can use this to exclude employees' types but is 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.

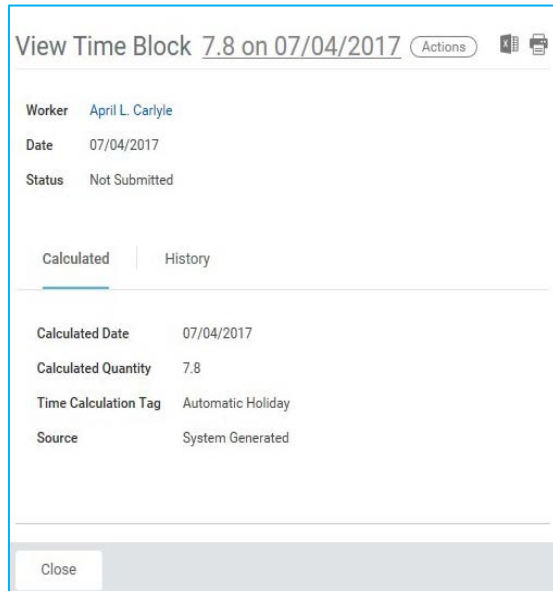
8. Click **OK**

9. In the Report you will see a row for each worker with Unapproved Time Blocks, Time Block, Employee ID, Worker Email, Position, Manager, Managers Email, Job family Group, Employee Type, Reported Date, In Time, Out Time, Source Is Submitted -10

Worker	Time Block	Employee ID	Position	Worker Email	Supervisory Organization	Supervisory Org Name	Supervisory Org Code	Manager	Manager Email	Timekeeper	Timekeeper Email	Job Family Group	Employee Type	Reported Date	In Time	Out Time	Source	Is Submitted
No Data																		

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. 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**)
4. You can click on the Time Block column Hyperlink to give you more information about the Time Block that needs approval.



5. In this window you will see the worker, Date, #of hours and Status of the Time Block.
 - You may export this window to Excel
 - You may print from this window
6. On the History Tab you can see the history of modifications and who has done them to the Time Block
7. To close the window for the Time Block, click **Close**.

More questions? Please contact helpdesk at hrpayrollsupport@cornell.edu.