In WDTT an Employee will submit their time and a manager 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 of report**

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

   ![Search menu with unapproved selected]

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

More questions? Please contact 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.

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

7. Click **OK**
8. In the Report:

<table>
<thead>
<tr>
<th>Time Block</th>
<th>Employee ID</th>
<th>Position</th>
<th>Worker Email</th>
<th>Supervisory Organization</th>
<th>Manager</th>
<th>Manager Email</th>
<th>Job Family Group</th>
<th>Employee Type</th>
<th>Reported Date</th>
<th>In Time</th>
<th>Out Time</th>
<th>Source</th>
<th>Is Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.8 on 07/04/2017</td>
<td>2290421</td>
<td>Accounts Rep IV - April L. Carlyle</td>
<td><a href="mailto:stcl228@cornell.edu">stcl228@cornell.edu</a></td>
<td>OCB-Student Employment &amp; Payroll SUBD (Jud M. Novitzki)</td>
<td>Judi M. Novitzki</td>
<td><a href="mailto:jmnv58@cornell.edu">jmnv58@cornell.edu</a></td>
<td>Staff</td>
<td>Regular</td>
<td>07/04/2017</td>
<td>System Generated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 on 07/04/2017</td>
<td>1291871</td>
<td>Data Analyst II - SF - Denise Payne</td>
<td><a href="mailto:dtp39@cornell.edu">dtp39@cornell.edu</a></td>
<td>OCB- Business Intelligence SUBD (Tammy Lindsey)</td>
<td>Tammy Lindsey</td>
<td>tt@<a href="mailto:33@cornell.edu">33@cornell.edu</a></td>
<td>Staff</td>
<td>Regular</td>
<td>07/04/2017</td>
<td>System Generated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.8 on 07/04/2017</td>
<td>3102469</td>
<td>Administrative Asst IV - Janelle Oshaben</td>
<td><a href="mailto:jro292@cornell.edu">jro292@cornell.edu</a></td>
<td>OCB- Business Intelligence SUBD (Tammy Lindsey)</td>
<td>Tammy Lindsey</td>
<td>tt@<a href="mailto:33@cornell.edu">33@cornell.edu</a></td>
<td>Staff</td>
<td>Regular</td>
<td>07/04/2017</td>
<td>System Generated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.8 on 07/04/2017</td>
<td>100851</td>
<td>Human Resources Asst V - Lisa J. Rhodes</td>
<td><a href="mailto:lj77@cornell.edu">lj77@cornell.edu</a></td>
<td>OCB-Student Employment, Payrol &amp; Hotel HR SUBD (Richard Kumar)</td>
<td>Richard Kumar</td>
<td>rk@<a href="mailto:33@cornell.edu">33@cornell.edu</a></td>
<td>Staff</td>
<td>Regular</td>
<td>07/04/2017</td>
<td>System Generated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.8 on 07/04/2017</td>
<td>4819445</td>
<td>Temp-Serv Prof - Meghan Helvitz-Karandiyov</td>
<td><a href="mailto:mhk955@cornell.edu">mhk955@cornell.edu</a></td>
<td>OCB-Business Intelligence Temps JM (Tammy Lindsey)</td>
<td>Tammy Lindsey</td>
<td>tt@<a href="mailto:33@cornell.edu">33@cornell.edu</a></td>
<td>Temporary</td>
<td>Fixed Term (With Benefits) (Fixed Term)</td>
<td>07/04/2017</td>
<td>System Generated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- You will see a row for each worker with Unapproved Time Blocks, Time Block, Employee ID, Worker Email, Position, Manager, Mangers Email, Job family Group, Employee Type, Reported Date, In Time, Out Time, Source Is Submitted

**2. Using the report**

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

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

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

Close