A Punch on a time clock is a time clock event in WDTT. A punch in and punch out on a time clock will create a Time Block on an employee’s time card. This report should be ran frequently to get unmatched time events cleaned up so that employees will have Time Blocks on their time cards.

**Running of report**

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

2. Select unmatched Time clock Events 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:
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 number for an employee. This will open a separate window with the punch(es) and will give you more information about the punches.

<table>
<thead>
<tr>
<th>Time Clock Event</th>
<th>Employee ID</th>
<th>Worker</th>
<th>Worker Email</th>
<th>Clock Event Type</th>
<th>Day of the Week</th>
<th>Date</th>
<th>Time</th>
<th>Position ID</th>
<th>Organization for Position</th>
<th>Manager</th>
<th>Manager Email</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colby Kathleen McArdney - 10:04 AM - In</td>
<td>3825170</td>
<td>Colby Kathleen McArdney</td>
<td><a href="mailto:dkim7@cornell.edu">dkim7@cornell.edu</a></td>
<td>Check-in</td>
<td>Wednesday</td>
<td>11/22/2017</td>
<td>10:34:00.000 AM</td>
<td>00305559</td>
<td>CGB Student Employment &amp; Payroll JM (Judy M. Novitzki)</td>
<td>Judi M. Novitzki</td>
<td><a href="mailto:jmn58@cornell.edu">jmn58@cornell.edu</a></td>
<td>External</td>
</tr>
</tbody>
</table>

4. In this window you will see the Date and time of the events, Along with the hyperlinks to the emails for employee and manager.
   - You may print from this window
   - You may export this window to Excel
   - You may filter this window

5. To close the window for the single person click on ✗

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