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

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 each worker with Unmatched Time Clock Events, Worker, Worker ID, Email Address, Position, Positions ID, Manager, Managers Email Address, Supervisory Organization Name, Supervisory Org. Cod, Time Clock Event, Clock Event Type, Day of the Week, Date, Time, and TCE Source.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Employee ID</th>
<th>Employee Email</th>
<th>Position</th>
<th>Position ID</th>
<th>Manager</th>
<th>Manager Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron M. Holden</td>
<td>3679042</td>
<td><a href="mailto:amh363@cornell.edu">amh363@cornell.edu</a></td>
<td>00143563 Food Service Worker S02 - Aaron M. Holden</td>
<td>00143563</td>
<td>Nathan Scott Davis</td>
<td><a href="mailto:nscott@cornell.edu">nscott@cornell.edu</a></td>
</tr>
<tr>
<td>Adam M. June</td>
<td>2041316</td>
<td><a href="mailto:amja49@cornell.edu">amja49@cornell.edu</a></td>
<td>00108500 Cook S06 - Adam M. June</td>
<td>00108500</td>
<td>Richard B. Roberts</td>
<td><a href="mailto:rbr@cornell.edu">rbr@cornell.edu</a></td>
</tr>
<tr>
<td>Adam R. Armstrong</td>
<td>1319693</td>
<td><a href="mailto:ara34@cornell.edu">ara34@cornell.edu</a></td>
<td>00108888 Dish Machine Operator S02 - Adam R. Armstrong</td>
<td>00108888</td>
<td>Gary Dick</td>
<td><a href="mailto:gd224@cornell.edu">gd224@cornell.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisory Org Name</th>
<th>Supervisory Org Cod</th>
<th>Time Clock Event</th>
<th>Clock Event Type</th>
<th>Day of the Week</th>
<th>Date</th>
<th>Time</th>
<th>TCE Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCLCL - Din - Trillum Operations</td>
<td>DR-AG</td>
<td>Aaron M. Holden - 6:54 AM - In</td>
<td>Check-in</td>
<td>Monday</td>
<td>02/05/2018</td>
<td>06:54:00.000 AM</td>
<td>External</td>
</tr>
<tr>
<td>SCLCL - Din - North Star Culinary</td>
<td>DR-NORTH</td>
<td>Adam M. June - 5:35 AM - In</td>
<td>Check-in</td>
<td>Monday</td>
<td>02/05/2018</td>
<td>05:35:00.000 AM</td>
<td>External</td>
</tr>
<tr>
<td>SCLCL - Din - North Star PM Operations</td>
<td>DR-NORTH</td>
<td>Adam R. Armstrong - 5:00 PM - In</td>
<td>Check-in</td>
<td>Friday</td>
<td>02/02/2018</td>
<td>05:00:00.000 PM</td>
<td>External</td>
</tr>
</tbody>
</table>
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.

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 the X

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