

Report You Must Pull Each Pay Period

There are three reports in Workday that are the most helpful to track if employees are missing time or leave in a pay period and if all their time is submitted (meaning in your Workday inbox to approve) or approved. Please see these reports and instructions below.

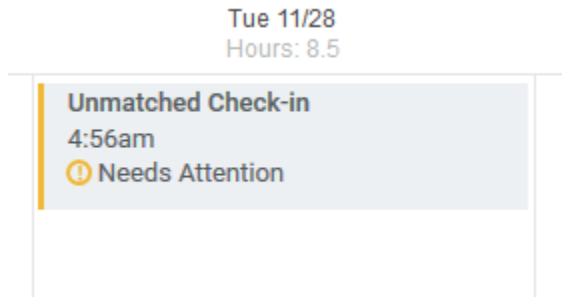
1. Unmatched Time Clock Events R0365 (Required for Time Clocks Only)

What does this report do? Shows you a list of employee that forgot to clock in/out, which require to you correct the time blocks.

When to run this report? Daily to find staff who forgot to clock in/out.

Instructions:

- In the Workday Search box (top left) type in “R0365” and select Unmatched Time Clock Events R0365.
- Choose the **Organization** by clicking in the box, click **My Favorites** and check the box.
- Select the **Start Date** (choose the start of pay period – either 1st or 16th) and **End Date (choose yesterday)**.
- Click **OK**.
- The employees list have either clock in or out and in.
- Right click on an employee’s name and click **See in New Tab**.
- Click **Actions**
- The click **Time and Leave**
- Find the week where the Unmatched Clock Event



- Click on the Unmatched Check-in or Check-out and add the missing In or Out time
- ### Correct Unmatched Event 11/28/2017

Time Type *

In *

Out *

Out Reason *

Hours 0

- Then click **OK**

2. Unapproved Time in a Pay Period R0283 (Required)

What do this report do? Tells you if the time is Not Submitted (meaning the employee forgot to click submit and you will not see their time in your Workday Inbox to approve), Submitted (meaning the time has been submitted though not approved and is in your Workday Inbox to approve), or Approved (meaning no other action is required).

When to run this report? Weekly and at payroll cutoff to ensure all time is Approved.

- In the Workday Search box (top left) type in “R0283” and select Unapproved Time in a Pay Period R0283.
- For the **Start Date** and **End Date** enter the start and end of the pay period (ex. 10/1/2017 and 10/15/2017).
- For the **Supervisory Organization**, type in your name or shop/area and press Enter then select your shop/area.
- Click **OK**.
- On the report you’ll have to scroll down (with the far right scroll bar) and then scroll to the right and find the **Status** column. The **Status** will list any time that is Not Submitted or Submitted.
- If an employee has Not Submitted time and is unavailable, you will need to submit the Not Submitted on their behalf to meet the payroll cutoff deadline.

Time Block	Reported Date	Reported Quantity	Status
5.5 Hours on 11/30/2017	11/30/2017	5.5	Submitted

3. Weekly Unsubmitted & Unapproved Hours Audit R0207 (Required)

What does this report do? Tells if an employee has missing hours not entered in the week.

When to run this report? Weekly and at payroll cutoff to ensure no time or leave is missing in Workday. It is most helpful to pull this report after you’ve approved everything.

Instructions:

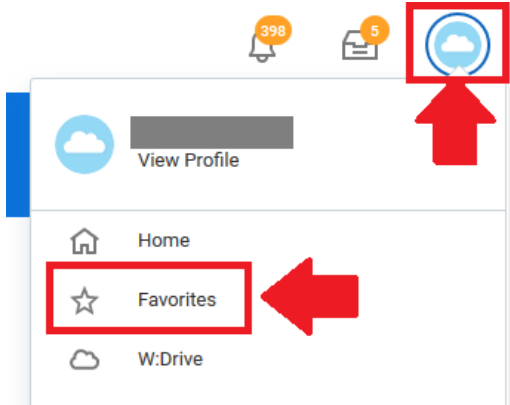
- In the Workday Search box (top left) type in “R0207” and select Weekly Unsubmitted & Unapproved Hours Audit R0207
- For the **Start Date** (MUST BE MONDAY) and **End Date** (MUST BE SUNDAY) enter one week at a time (Start and end date must be a single work week – Monday through Sunday, ex. 7/16/18 – 7/22/18).
- For the **Supervisory Organization**, type in your name or shop/area and press Enter then select your shop/area OR click the three lines, click My Organizations and check the box for your groups.
- Click **OK**.
- On the report look at the column titled **Sort of Schedule (Hrs)**. This column will tell you the number of hours an employee is missing or that you have not yet approved in the pay period.

Approved Paid Time Off Hours	Approved Unpaid Time Off Hours	Regular Hours Approved	Paid/Unpaid Time Off + Regular Hours Approved	Week Hours as per FTE	Short of Schedule (Hrs)	Total Approved Work Hours (Including Premiums/OT)
0	0	32	32	40	8	32
0	0	32	32	40	8	32

Save Reports in Workday Favorites

If you would like to save these reports in your Workday Favorites, then you will not need to remember the report names/numbers. Please follow the steps below.

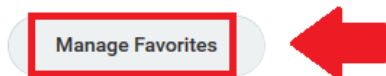
1. In Workday, click on the **Cloud** icon (top right)
2. Click on **Favorites**



3. Click **Manager Favorites** button

Favorite Reports and Tasks

To view a report, click the report name. To start a task, click the task name.



4. Click in **Favorite Custom Reports** box (second box) and type in:

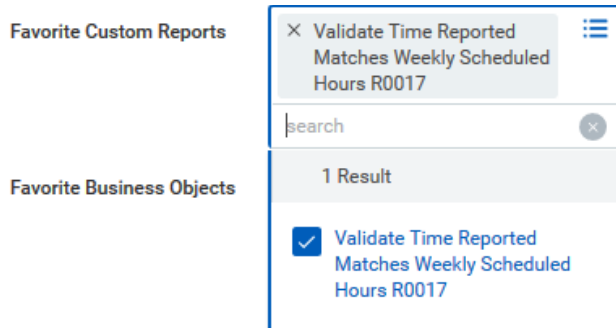
Manage Favorites

Favorite Tasks/Reports

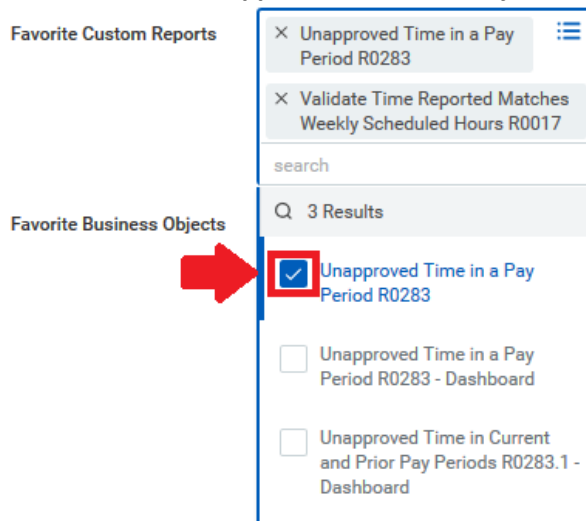
Favorite Custom Reports

Favorite Business Objects

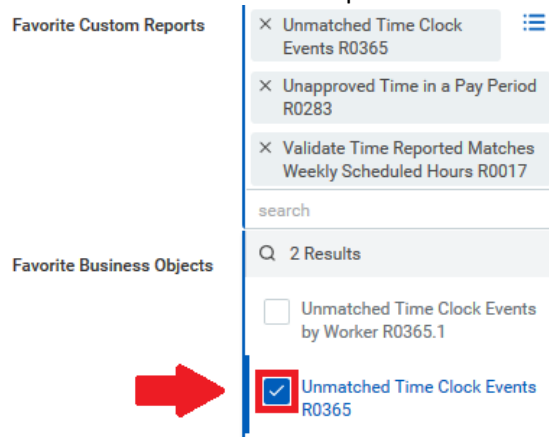
- a. **R0017** and press **Enter** (this will automatically select the Validate Time Reported Matches Weekly Scheduled Hours R0017 report)



- b. Next type in **R0283** and press **Enter**, then click the check box next to the first report listed titled **Unapproved Time in a Pay Period R0283**



- c. Then click in the **Favorite Customer Reports** box, type **R0365** and press **Enter** and check the box next to the second report listed titled **Unmatched Time Clock Events R0365**



5. Last scroll down and click **OK** to save these reports



Now every time you click on the **Cloud** and then click **Favorites** these three reports will be listed under Favorite Customer Report. Just click on the report name you want to pull.