

# Employee Time Entered by Date Range

## Manger Version

### Using this report

This report contains valuable data to help you meet your timekeeping goals.

#### When viewing this report, you might ask yourself the follow questions:

- Are any employees missing?
- Is any time missing for each employee?
- Are all time entries correct?
- Have comments been added to time blocks if it is appropriate?
- Is the time submitted?
  - You cannot approve time if it is not submitted. Contact your employees if they have unsubmitted time.
- Is submitted time approved?
  - Check to ensure all time has been approved. Time must be approved to be paid.
- If time has been sent back to an employee for corrections, have the corrections been made and the time block resubmitted?
  - Time will need to be re-approved if corrections were made.

#### Points to Remember:

- Pay Periods are the 1<sup>st</sup> through the 30<sup>th</sup>/31<sup>st</sup>
- **Timecards are due on the 20th of each month.**
- Hours from the 21<sup>st</sup> to the 30<sup>th</sup>/31<sup>st</sup> are to be entered by the 20<sup>th</sup> based on what is scheduled or anticipated to be worked.
- Timecards are **locked** from the 21<sup>st</sup> to the 30<sup>th</sup>/31<sup>st</sup> for payroll processing. HR will not be able to enter hours during the lock.
- Payday is the last business day of the month.
- Timecards open on the 1<sup>st</sup> of the month and any corrections for time that had been entered or hours which were missed can be entered.

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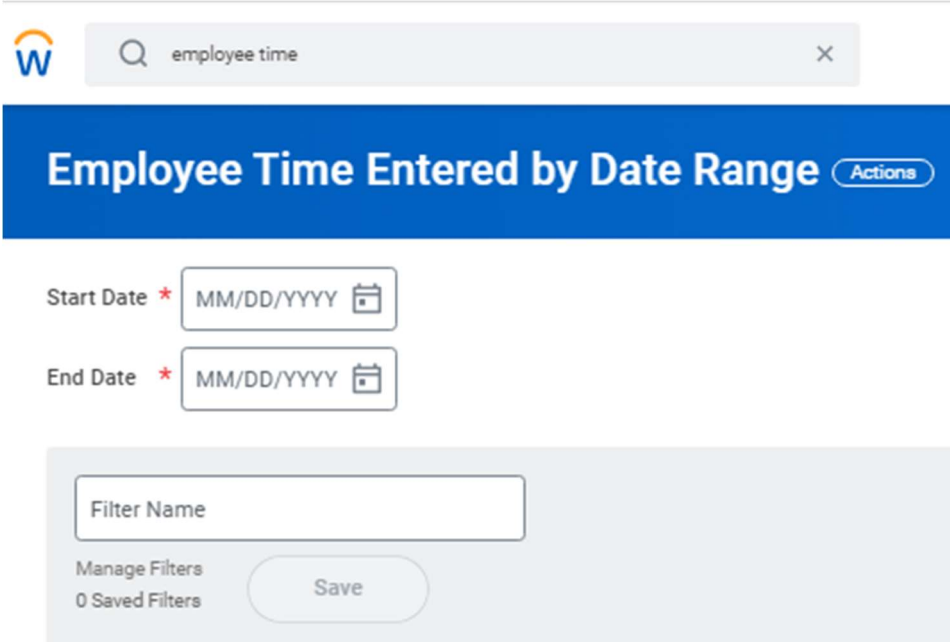
## Running the report

Login to Workday

1. In the search bar on the top left of the screen begin to type “Employee Time Entered by Date Range”. As you type the full report name should appear as a clickable link. Click the link.

A report parameters screen will appear

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The screenshot shows the Workday interface. At the top left is the Workday logo (a blue 'W' with an orange arc above it). To its right is a search bar containing the text 'employee time' and a magnifying glass icon on the left and a close 'x' icon on the right. Below the search bar is a blue header bar with the text 'Employee Time Entered by Date Range' in white, followed by a white button with the text 'Actions'. Below the header bar are two date selection fields. The first is labeled 'Start Date' with a red asterisk, followed by a text input field containing 'MM/DD/YYYY' and a calendar icon. The second is labeled 'End Date' with a red asterisk, followed by a text input field containing 'MM/DD/YYYY' and a calendar icon. Below these fields is a light gray box containing a 'Filter Name' text input field. Below the input field are the labels 'Manage Filters' and '0 Saved Filters'. To the right of these labels is a white button with the text 'Save'.

2. Enter the range of dates you would like to view.

Tip: You can enter a name in the filter name field and save a filter. This way you will not need to keep entering the dates. You can create multiple filters for different date ranges.

Once your dates are selected, Click the OK button in the bottom left of the screen.

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A report will display for the range of dates you selected.

- The report can be exported to excel and/or printed as a PDF using the icons in blue on the top right of the screen.



Employee ID	Worker	Employee Type	LC Email	Time Block Manager (Single Instance)	Time Block Manager Email	Date	Type	Time Details						
								Quantity	Is Denied	Is Submitted	Is Approved	Status	Comments	Created Moment
1234567	zzz	Student	<a href="mailto:zzz@clark.edu">zzz@clark.edu</a>	Leandra Kroenig	<a href="mailto:lkroenig@clark.edu">lkroenig@clark.edu</a>	10/1/2020	Federal Work Study	2			Yes	Approved		10/1/2020 10:04
1234567	zzz	Student	<a href="mailto:zzz@clark.edu">zzz@clark.edu</a>	Leandra Kroenig	<a href="mailto:lkroenig@clark.edu">lkroenig@clark.edu</a>	10/5/2020	Federal Work Study	2	Yes			Submitted		10/5/2020 19:32
1234567	zzz	Student	<a href="mailto:zzz@clark.edu">zzz@clark.edu</a>	Leandra Kroenig	<a href="mailto:lkroenig@clark.edu">lkroenig@clark.edu</a>	10/8/2020	Federal Work Study	2	Yes			Submitted		10/8/2020 14:20