

Employee Time Entered by Date Range

Employee Version

Using the report

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

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

- Is any time missing?
- Are all entries correct?
- Have comments been added to time blocks if it is appropriate?
- Is the correct job and/or manager listed for the time entered?
- Is the time submitted?
 - Your manager cannot approve time if you did not submit it.
- Is submitted time approved?
 - Check with your manager if your time has not been approved. Time must be approved to be paid.
- Has the manager sent the time back for needed correction?
 - If time was sent back for correction you will need to correct it and then resubmit it for approval.

Points to Remember:

- Pay Periods are the 1st through the 30th/31st
- **Timecards are due on the 20th of each month.**
- Hours from the 21st to the 30th/31st are to be entered by the 20th based on what is scheduled or anticipated to be worked.
- Timecards are **locked** from the 21st to the 30th/31st 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 1st of the month and any corrections for time that had been entered or hours which were missed can be entered.

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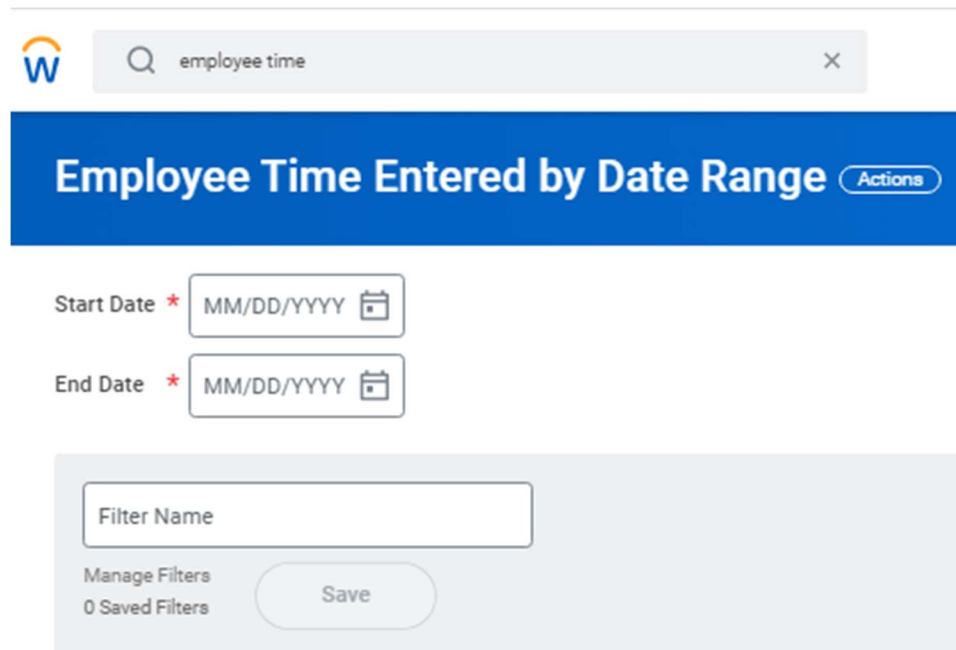
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Running the report

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



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 an '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 *' and contains the text 'MM/DD/YYYY' and a calendar icon. The second is labeled 'End Date *' and also contains 'MM/DD/YYYY' and a calendar icon. Below these fields is a light gray box containing a 'Filter Name' input field, the text 'Manage Filters' and '0 Saved Filters', and a 'Save' button.

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	zzz@clark.edu	Leandra Kroenig	lkroenig@clark.edu	10/1/2020	Federal Work Study	2			Yes	Approved	10/1/2020 10:04	
1234567	zzz	Student	zzz@clark.edu	Leandra Kroenig	lkroenig@clark.edu	10/5/2020	Federal Work Study	2	Yes			Submitted	10/5/2020 19:32	
1234567	zzz	Student	zzz@clark.edu	Leandra Kroenig	lkroenig@clark.edu	10/8/2020	Federal Work Study	2	Yes			Submitted	10/8/2020 14:20	