# 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 <u>by the 20th</u> 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 <u>not</u> 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.

# Employee Time Entered by Date Range

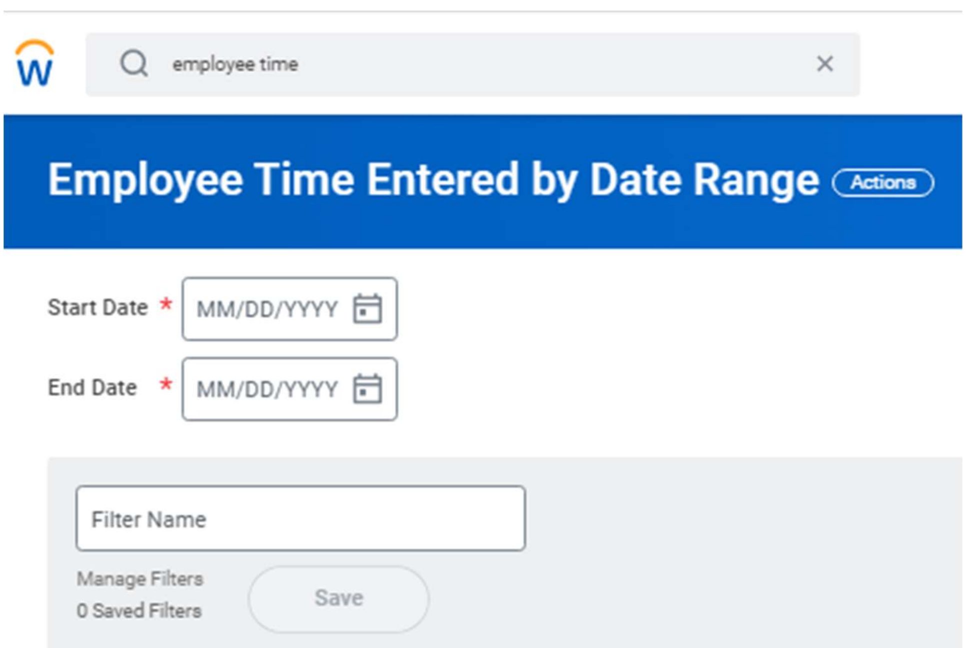
## Employee Version

## 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




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

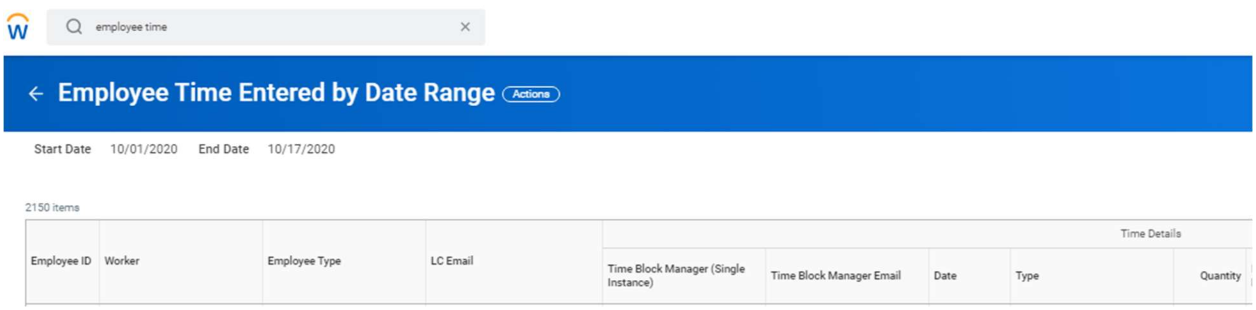
   Tip: You can enter a name in the filter name field and save a filter. This way you will not need to keep entering the dates. You can create multiple filters for different date ranges.

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

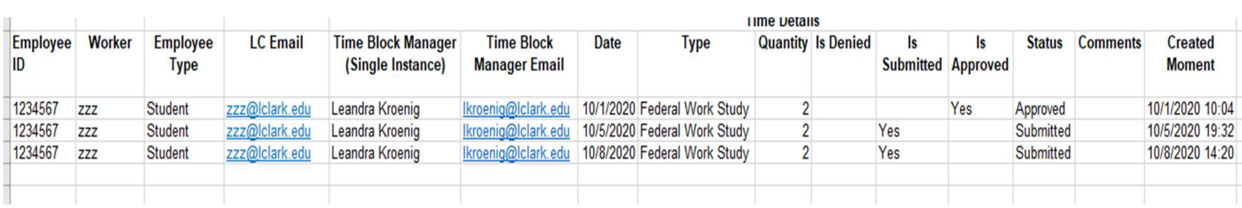
# Employee Time Entered by Date Range

## Employee Version

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




3. 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.



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