How to Run Timekeeping Reports

To ensure all the employee's time is paid on time and accurately, there are certain timekeeping reports Managers, Timekeepers and Agency Payroll Partners can run daily and weekly to audit employee's time and over time before the pay period closes.

Frequency	Who Can Run the Report?	Report Name	Report Description
DAILY REPORTS	Manager Timekeeper	Audit TT- Workers with No Time Entered	Includes employees that do not have any time entered Workday for a specific date range.
	Manager Timekeeper	Audit TT Unapproved Overtime Exists for Date Range	Includes employees' overtime that has not been approved or submitted for a specific date range.
	Manager Timekeeper Agency Payroll Partner	Audit TT - Workers with No Scheduled Hours for a Date Range	Includes employees that do not have scheduled hours for a specific date range.
	Agency Payroll Partner	Audit TT - Schedule Hours Deviation Report	Includes active non-employees that are not on leave that have a deviation between their regular scheduled time and time off.
Frequency	**Who Can Run the Report?**	**Report Name**	**Report Description**
WEEKLY REPORTS	Manager Timekeeper Agency Payroll Partner	Audit TT Tenant Worker Schedule Assignment	Includes the employee's current assigned work schedule
	Manager Timekeeper Agency Payroll Partner	Audit TT- Workers with Time Entered but Not Submitted	Includes employee's time that has been entered but no submitted for a specific date range
	Manager Timekeeper Agency Payroll Partner	Audit TT - Workers with Time Submitted but Not Approved	Includes employee's time that has been submitted but not approved.
	Manager Timekeeper	Review Time	Includes employee's time entered, not submitted, and not approved time.

To run reports, perform the following steps:

1. Type the "**Name of the Report**" in the **Search** field and click the magnifying glass.
2. From the search results, select the Name of the Report.
3. Enter the required criteria for each report as indicated.
4. Click OK.

Note: The red asterisk * indicated it is a required field. You must enter the necessary criteria to run the report.

How to change the tables view in Reports

5. Slide the New tables view radio button to the right to turn on the new tables view.
6. To turn off the New tables view slide the radio button to the left.
7. Your report changes its display, but the data remains the same in your report.

How to Filter and Export Reports

8. To sort and filter, click on the column heading of the data you want to filter. Column filter options display.
9. To sort the data, click on the appropriate Sort arrow.
10. Alternatively, choose a filter condition from the options available in the Filter Condition field, and enter values as required by the filter condition.
11. Click Filter to complete the operation.

How to Print Reports

12. To print, click the **Print** icon in the top right corner of the report.
13. To expand or collapse the online report, click the toggle button.
14. To view different chart views, click the Chart icon.
15. To export the report to Excel, click the Excel icon.

Note: the above options are based on the security permissions and configuration in Workday.