Overview:

This job aid provides step-by-step guidance on how to Run Timekeeping Reports in Workday.

To ensure all the employee's time is paid on time and accurately, certain timekeeping reports can be run daily and weekly to audit employees' time before the pay period closes.

This job aid covers the following:
- Reports To Use
- Steps to Run Reports
- Change Table Views in Reports
- Print Reports

Reports to Use

1. Workers with No Time Entered
2. Workers with Time Entered but Not Submitted
3. Workers with Time Submitted but Not Approved
4. Review Time

Steps to Run Reports

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".

Change Table Views in Reports

1. To sort and filter, click on the column heading of the data you want to filter. Column filter options display.

2. To sort the data, click the appropriate Sort arrow.

3. Alternatively, choose a filter condition from the options available in the Filter Condition field and enter values as required by the filter condition.

4. Click Filter to complete the operation.

Print Reports

1. To Print, Click the Print 🖨 icon in the top right corner of the report.

2. To expand or collapse the online report, click the toggle ⌐ button.

3. To view different chart views, click the Chart 📊 icon.

4. To export to Excel, click the Excel 📊 icon.