



# Workday Reports



City of Dallas

# ← Time and Absence



Time and Absence

Select Time and Absence icon, if available.

OR

Enter the name of the report in the search field from the home landing page.

## Tasks

Review Time

Place Worker on Leave

Return Worker from Leave

More (4)

## Reports

Time Audit - Entered, but not Submitted

Audit - Time Submitted, Not Approved

Timesheet Not Entered - Civilian

Timesheet Status - Civilian

Timesheet Status - Uniform

Timesheet Not Entered - Uniform

Time Tracking Config - Audit

Time Block Audit

Time Off Liability

Less (6)

Select from Reports below, if available.  
OR  
Enter the name of the report in the search field from the home landing page.





# Getting Started with Workday Reports

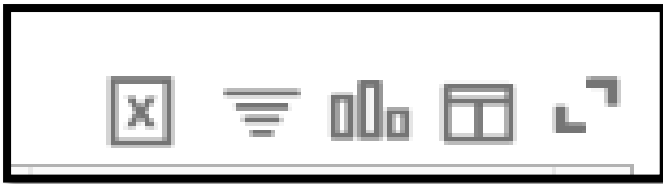
- Reports are built directly into Workday
- Reports can be accessed through the Search Bar or through your Notifications, if the report runs on a schedule
- Information in reports is generally limited to your department or team but depends on individual reports and security
- Reports can be exported to Excel or PDF files, as needed
- 5 Reports included in today's training – Time Tracking Config – Audit; Timesheet Summary, Time Not Entered; Time Sheet Status; All Work Schedule Calendars



# Report Navigation



From the Header – export to Excel or Print to PDF



Body of the Report

1. Export to Excel – Data w/ Column Headings
2. Filter
3. Chart
4. Column Preferences
5. Toggle Fullscreen Viewing Mode



# Time Tracking Config – Audit Report

- Provides information on the employees who you are the timekeeper
- Tells you the employees’ manager, schedule, time entry type, submission process, time entry template
- Provides general information to timekeepers and managers about their assigned employees

Time Tracking Config - Audit Actions

5 items

Worker	Employee ID	Department	Supervisory Organization	Supervisory Organization - ID	Worker's Manager	Advantage Fund	Fund ID	Cost Center	Time Entry Template	Work Schedule	Work Shift (Determ Diff Amount)
<a href="#">Doctor Strange</a>	2132453	PER	<a href="#">Workday Training Sup Org (J Chipperfield)</a>	PER	<a href="#">J Chipperfield</a>	<a href="#">0100 Water &amp; Sewer Revenue Fund</a>	FD-0100	<a href="#">7453 DWU-WWT-SS-Maintenance</a>	Kronos Workers	08 - SM (Tue, Wed, Thu, Fri, Sat) OFF (Sun, Mon)	



# Time Sheet Summary

## ← Timesheet Summary Actions



Starting Calculated Date 05/06/2020 Ending Calculated Date 05/19/2020

3 of 4 items



Worker	Not Submitted	Submitted	Total Hours
Captain Marvel	0	44	44
Wonder Woman	42	0	42
Total	123	44	167



# Timesheet Not Entered Report

## Timesheet Not Entered - Civilian

Start Date \* 05 / 06 / 2020

End Date \* 05 / 19 / 2020

Sworn and Civilian version of the report – select the applicable group to identify employees who have not entered any time on their timesheet

Select the pay period start and end dates

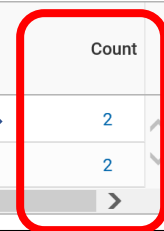
The count of any employees you are responsible for as Timekeeper or Manager

Start Date 05/06/2020 End Date 05/19/2020

2 items

Supervisory Organization - ID	Count
PER	2
Total	2




Click the count to see which employees have no time entered.





# Timesheet Not Entered Report

Criteria View by:  and then by:

Items   

Supervisory Organization ID	Supervisory Organization	Cost Center	Employee ID	Worker	Worker's Manager	On Leave
PER	Workday Training Sup Org (J Chipperfield)	7453 DWU-WWT-SS-Maintenance	2132453	Doctor Strange	J Chipperfield	
PER	Workday Training Sup Org (J Chipperfield)	1709 EBS-Northeast Service Center	2349843	Dare Devil	J Chipperfield	

Use this information to identify those employees who need to enter time.

Managers may need to enter these employees' time.



# Timesheet Status Report

## ← Timesheet Status - Civilian Actions

Starting Calculated Date 05/06/2020 Ending Calculated Date 05/19/2020

If there are no timesheets showing in this report, please check the Timesheet Not Entered - Civilian Report for workers that did not enter their time.

Status Definitions:  
 Approved - time entry approved  
 Submitted - times entry waiting approval  
 Not Submitted - time entry was update/changed after submission  
 Never Submitted - time entry was never submitted  
 Denied - time entry was not approved  
 Sent Back - time entry was sent back to worker for updates

Report only selects employees who you are the manager or timekeeper for.



3 items





Supervisory Organization Code	(Blank)	Approved	Submitted	Not Submitted	Never Submitted	Denied	Sent Back	Count Distinct of Worker
PER	0	0	1	1	1	0	0	2
(Blank)	0	0	0	0	0	0	0	0
Total	0	0	1	1	1	0	0	2

Select any of the blue counts to get more detail – nearing the end of the pay period you want to see your Approved column Equal the Count of Distinct Workers to ensure all timesheets are approved



# All Work Schedule Calendars

All Work Schedule Calendars Actions  

65 items    

Work Schedule Calendar	Day Breaker	Day Breaker Divides	Work Week Start Day	Biweekly Calculation Start Date	Configurable Calculation Period
*Standard 8*5 (Wed - Tue)	12:00 AM		Wednesday	07/18/2018	Month Starting on Day 1
*Uniform - Standard 8*5 Schedule	12:00 AM		Wednesday	07/25/2018	Month Starting on Day 1
08 - MF (Thu, Sat, Sun, Tue, Wed) OFF (Mon, Fri)	12:00 AM		Wednesday	07/18/2018	Month Starting on Day 1
08 - MT (Thu, Fri, Sat, Sun, Wed) OFF (Mon, Tue)	12:00 AM		Wednesday	07/18/2018	Month Starting on Day 1

This report lists all the work schedules that can be assigned to employees in Workday.





# Using Reports

- Review the reports to determine who needs to enter, submit or approve time
- Managers with smaller numbers of employees can also utilize the Time & Absence app to determine time entry status