



WORKDAY REPORTS

TIME AND ABSENCE INITIATES

TIME AND ABSENCE APPROVERS

OVERVIEW

Workday delivers over 1,500 reports, all with interactive functionality to get to the data you need. Additionally, the ISC has the ability to build customized reports that address University of Washington's unique business needs, providing us with greater access to employment data and analytics than ever before. Due to the volume of reports, we have created this job aid to help security role holders identify the reports that will be commonly used across campus in completing and validating business processes. To see a full list of reports, visit the [Workday Reports Catalog](#).

TIME & ABSENCE INTIATE/TIME & ABSENCE APPROVER

The **Time & Absence Initiate** is responsible for tracking the timely completion of timesheets, making corrections to timesheets and time off requests. The information in Workday at payroll cutoff will be used to process payroll. The Time & Absence Initiate will need to run reports prior to payroll cutoff to ensure the information is accurate. The **Time & Absence Approver** is responsible for approving time worked and time off requests for their employees and ensuring time is submitted accurately and timely.

Reviewing Timesheets and Payroll Information:

The following reports will be helpful in ensuring time is submitted, approved, and accurate before payroll cutoff.

Report Number	Report Name	Description
R0430	Earnings and Actuals – Prompt for Worker	This report will serve as an audit tool at the departmental level to confirm that earnings are being allocated to the appropriate cost center (by worker or multiple workers). Use this report prior to payroll cutoff to check for accuracy.
R0431	Earnings and Actuals - Prompt for Organization	This report is run by supervisory organization or cost center and will serve as an audit tool at the departmental level to confirm that earnings are being allocated to the appropriate cost center. The results will show the payments to members of the organization chosen. Use this report prior to payroll cutoff to check for accuracy.
R0348	Students Hours Summary	This report provides information regarding hours worked by student employees.
R0283	Unapproved/Un-Submitted Time in a payperiod	This report will capture time entered in Workday Time Tracking but not approved (and/or not submitted) in a pay period. Use this report prior to payroll cutoff to ensure time is submitted and approved.

R0408	Zero Hour Timesheet	This report identifies employees that have not submitted any time for at least one week of a pay period. Employees that are in scope for time tracking should be recording time for every week worked. This is especially important for salaried/OT eligible employees, as not filling in a timesheet could mean that the employee did not work during that week.
R0017	Validation that Time Reported matches Weekly Scheduled Hours	This report will be used to make sure that hours entered for positive time reporting employees matches their work schedules
R0329	Cost Overrides Done During Time Tracking	This report outlines all costing overrides to the default or costing allocation. Used to see costing of time blocks that override the default. Helps budget analysts and grant managers manage costing actively and timely.
R0521	Reported Time Blocks	This report will serve as an audit tool for Time and Absence Approvers/Initiates to be able to review all time entered for employees in their supervisory organizations. It is expected to be used to reconcile time tracking by pay period or week for payroll processing.
Reports Specific to Holiday Time/Credit, Overtime, & Comp Time		
R0010	Overtime Report	This report will be used to evaluate overtime worked and paid (payroll results) within organizational units. This report captures all overtime and comp time earned by workers, the number of hours, and the reasons (comments) overtime was worked.
R0335	Audit Holiday Taken Time Off Missing Entries	This report will show all people who were eligible for a holiday but did not take it. <i>This report should be run during any pay period that includes a Holiday (e.g. July 4th).</i>
R0012	Audit Unpaid Holiday	This report identifies employees who use LWOP the day before a Holiday AND holiday day should be LWOP, otherwise, employee is paid for the Holiday, which is incorrect. Also, if LWOP is taken on Friday and Monday is Holiday, employee should not be paid for the Holiday
<i>Please search using the report name.</i>	6/30 Holiday Credit and Compensatory Time Payout Audit	This report will help identify employees who have holiday credit or comp time to be paid out on the 6/30 deadline.
Reports Specific to Web Clock/Accutime Employees		
R0399	Reported Time Blocks <15 Minutes	This report identifies employees that have time entries less than or equal to 15 minutes. When you double punch in Workday, it generates a time block of 15 minutes or less. It is expected that this report will capture those errors prior to payroll processing.
R0365	Unmatch Time Clock Events	This report identifies unmatched punches for the web clock population (i.e. punching in, but forgetting to punch out, vice versa)

If you have questions about Workday, please contact the Integrated Service Center at ischelp@uw.edu.