Workers with Time Entered but not Submitted

Purpose

The purpose of this report is to identify all bi-weekly employees who entered time on their timecards but did not click the 'Review' button on the bottom right corner of their timecard. Supervisors will not receive approval tasks in their Workday inbox for these employees as the timecards were not submitted. Therefore, it is crucial to run this report to ensure that all hours for your bi-weekly staff including student workers are captured and payroll is processed accurately.

- 1. Select the Time and Absence application from the Menu button or Your Top Apps section.
- 2. From the **Time and Absence** page, click on the **TT-Workers with Time Entered but not Submitted** link under the **Reports** section.



3. Enter **12/31/2022** in the **Period State Date (Include Retro)** field (this will capture all hours entered retroactively) and enter the **current pay period end date**. Click **okay** to proceed.

Period Start Date (nclude Retro) * 12/31/2022 💼	
Period End Date	* 02/24/2023 💼	
Filter Name		
Manage Filters	Save	
0 Saved Filters		

Workers with Time Entered but not Submitted

4. A report will populate with a list of employees that have entered time but have not clicked submit. Click on Reported Date (from the column labels) and then select Sort Ascending to view all time entered but not submitted, which includes retro time and time entered for current pay period.

lems										vi	al. E 1
tatus	Worker	Employee Type	1 Reported Date	Calculation Tags	Total Hours (Time Tracking)	Primary Position	Primary Manager	Primary Manager Email	Position for Worker's Time - Add Job	Manager for Additional Job	Manager for Additional Job Email
iot Submitted	Dominick Quaye (119581)		1 Sort Aso	ending]	Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
lot Submitted	Hannah Price (119569)		↓ Sort Des	cending			José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
ot Submitted	Ambika Tiwari (116318)		X Remove	son			José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
ot Submitted	Katheryn Wang (112401)		Filter Cond	ition *	*		Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
ot Submitted	Ambika Tiwari (116318)						José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
of Submitted	Raka Mukherjee (118030)		MM/DD/Y	YYY 🖻			José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
N Submitted	Ethan Vazquez (114303)						Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
t Submitted	Katheryn Wang (112401)		Falter				Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
t Submitted	Ruth Mekonnen (110527)		02/13/2023	Regular	3		Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
ot Submitted	Ethan Vazquez (114303)		02/15/2023	Regular	2		Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	

(Please continue to page 3)

5. Please review the list and take note of any retro time that is displayed in this report. If retro time appears in this report, Supervisors will need to review and submit all time entered but not submitted on behalf of the bi-weekly employee.

* The example below highlights retro and current time entered but not submitted. In this case follow the steps below to ensure that all time entered is submitted to payroll.

eriod Start Date (Ir	nclude Retro) 12/31/2022	Period End Dat	e 02/24/2023			
7 items						
Status	Worker	Employee Type	↑ Reported Date	Calculation Tags	Total Hours (Time Tracking)	Prima Posit
Not Submitted	Dominick Quaye (119581)		02/10/2023	Regular	2	
Not Submitted	Hannah Price (119569)		02/10/2023	Regular	2	
Not Submitted	Ambika Tiwari (116318)		02/11/2023	Regular	2	
Not Submitted	Katheryn Wang (112401)		02/11/2023	Regular	3.25	
Not Submitted	Ambika Tiwari (116318)		02/12/2023	Regular	3	
Not Submitted	Raka Mukherjee (118030)		02/12/2023	Regular	1	
Not Submitted	Ethan Vazquez (114303)		02/13/2023	Regular	2	
Not Submitted	Katheryn Wang (112401)		02/13/2023	Regular	1	
Not Submitted	Ruth Mekonnen (110527)		02/13/2023	Regular	3	
Not Submitted	Ethan Vazquez (114303)		02/15/2023	Regular	2	

* Note: The time entered on 2/10 was for the past pay period that the bi-weekly employee entered as retro time. However, as they did not click submit, you did not receive a Workday alert to approve the time.

- 6. Open another browser tab, log into Workday.
- 7. From here, follow the steps in the **Submitting Time on Behalf of Bi-Weekly Staff** job aid for each bi-weekly employee on this list.

Submitting Time on Behalf of Bi-weekly Staff

- 1. In Workday, search for the Enter Time for Worker task in the search bar.
- In the pop-up window, enter the employee's name or Workday ID in the Worker field to select an employee. For the Date field, the default/current date will display and will display the current timecard. (*NOTE: If you need to review and approve retro time, please enter the date from the report TT-Workers with Time Entered but not Submitted.)

3. From the bi-weekly employee's timecard, review the timecard to ensure that the timecard is accurate and complete. Once you have reviewed the timecard for accuracy and are ready to submit on behalf of the bi-weekly employee, select the **Review** button to begin the submission process.

Sat, 2/4 Total: 0	Sun, 2/5 Total: 0	Mon, 2/6 Total: 3	Tue, 2/7 Total: 2	Wed, 2/8 Total: 4	Thu, 2/9 Total: 2	Fri, 2/10 Total: 3		Feb 4 - 10, 2023	
						Time Period End 01/28/2023 - 02/10/2023	()	Total Regular Work Study Overtime Double Time Missed Meal Penalty Paid Time Off	
w.							•		
AM AM			Select Position Below 10:00am - 12:00pm 2 Hours: Makerspace Steward (+)			Select Position Below 10:00am - 12:00pm 2 Hours - Paid: Makerspace Steward (+)			
РМ			© Not Submitted			✓ Approved			
РМ							1		
				Select Position Below		Select Position Below			

4. The next window will display total hours for the pay period. Again, please review the information to ensure accuracy. Entering a comment is optional.

5. Once you are ready to fully submit, select the **Submit** button to submit the timecard on behalf of the bi-weekly employee.

I agree that all entries are true and accurate representation of hours worked.		
Following date range will be submitted for approval.		
January 28 - February 10, 2023 : 20 Total	Total for Januar	y 28 – February 10, 2023
	Total	20
	Regular	20
	Work Study	0
	Overtime	0
	Double Time	0
	Missed Meal Penalty	0
	Paid Time Off	0
enter your comment		
Submit		

6. To confirm that the time has been submitted and approved, navigate back to the timecard, and notice that all time blocks should appear highlighted in green with an approved check mark.

Today	< > Feb 4	- 10, 2023 🗸					Week * Actions
	Sat, 2/4 Total: 0	Sun, 2/5 Total: 0	Mon, 2/6 Total: 3	Tue, 2/7 Total: 2	Wed, 2/8 Total: 4	Thu, 2/9 Total: 2	Fri, 2/10 Total: 3
							Time Period End 01/28/2023 - 02/10/2023
she							
im im				Select Position Below 10:00am - 12:00pm 2 Hours: Makerspace Steward (+)			Select Position Below 10:00am - 12:00pm 2 Hours - Paid: Makerspace Steward (+)
PM				• Approved			 Approved
PM							
PM					Select Position Below 2:00pm - 3:00pm		Select Position Below 2:00pm - 3:00pm
PM							
PM							

* **NOTE**: Repeat these steps for subsequent employees, as necessary. Additionally, you can navigate the weekly timecards by clicking on the left and right arrows located above the timecard. If more time needs to be reviewed and approved for a different pay period, you will need to follow the submission steps for each work week.