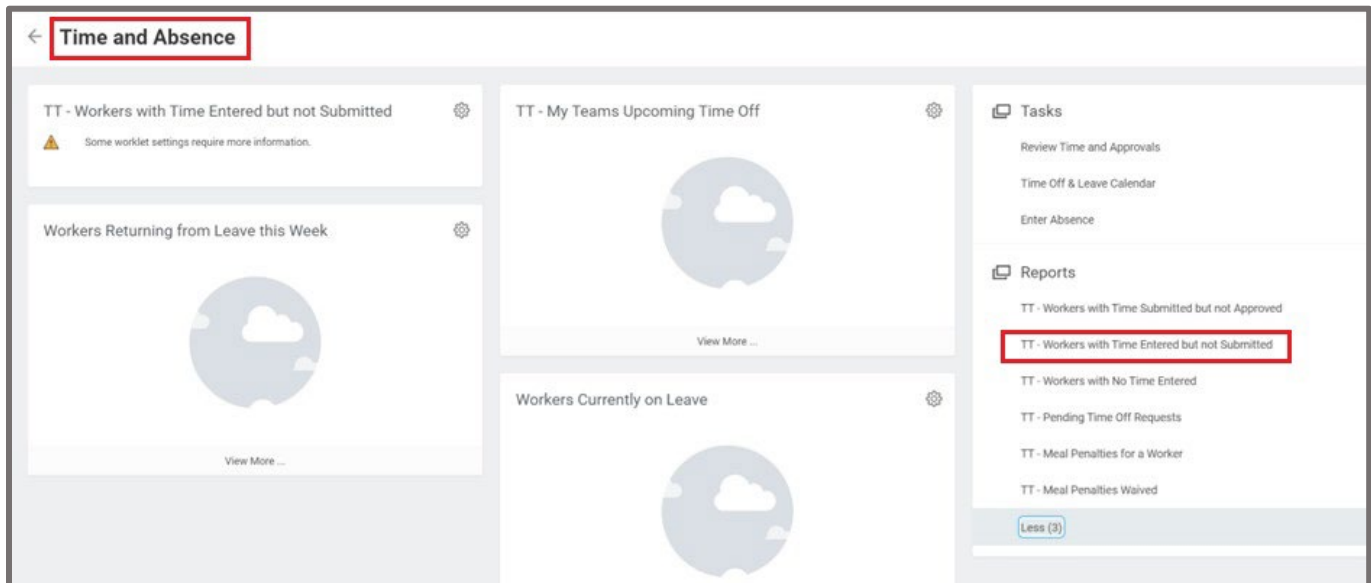


Workers with Time Entered but not Submitted

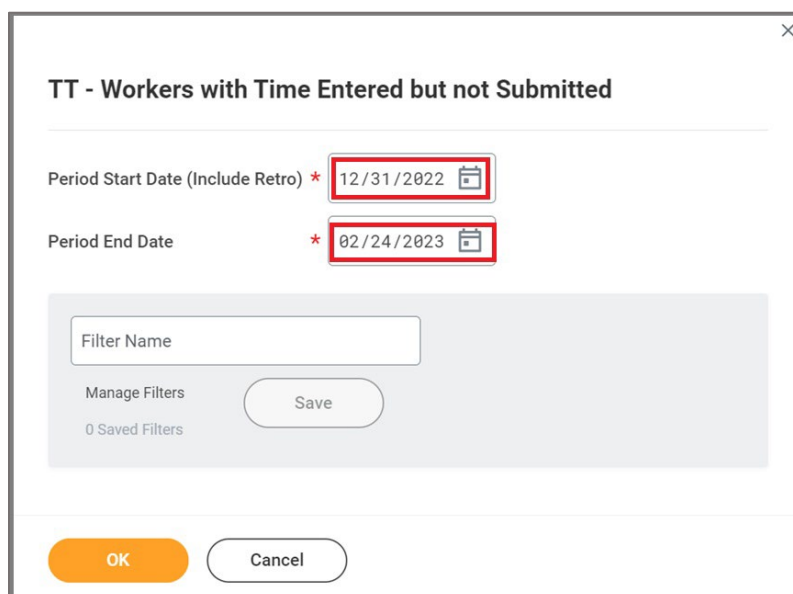
Purpose

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.

The image shows a dialog box titled 'TT - Workers with Time Entered but not Submitted'. It contains two date fields: 'Period Start Date (Include Retro) *' with the value '12/31/2022' and 'Period End Date *' with the value '02/24/2023'. Both date fields are highlighted with red boxes. Below the date fields is a 'Filter Name' input field, a 'Manage Filters' button, and a 'Save' button. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. The 'OK' button is orange and the 'Cancel' button is white with a grey border.

Workers with Time Entered but not Submitted

- 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.

TT - Workers with Time Entered but not Submitted

Period Start Date (Include Retro) 12/31/2022 Period End Date 02/24/2023

37 items

Status	Worker	Employee Type	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
Not Submitted	Dominick Quayle (119581)						Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Hannah Price (119569)						José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Ambika Tiwari (116318)						José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Katheryn Wang (112401)						Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Ambika Tiwari (116318)						José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Raka Mukherjee (118030)						José Barajas (113909)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Ethan Vazquez (114303)						Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Katheryn Wang (112401)						Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Ruth Mekonnen (110527)		02/13/2023	Regular	3		Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	
Not Submitted	Ethan Vazquez (114303)		02/15/2023	Regular	2		Anu Jindal (114292)		Makerspace Steward (+)	Kim Neal (113589)	

Items per page All 1-37 of 37

(Please continue to page 3)

- 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.*

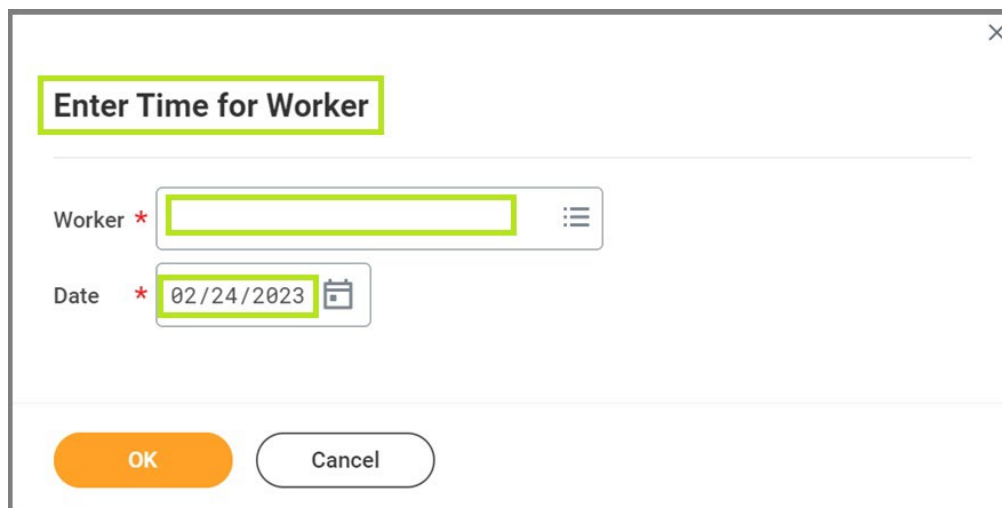
TT - Workers with Time Entered but not Submitted						
Period Start Date (Include Retro)		12/31/2022	Period End Date		02/24/2023	
37 items						
Status	Worker	Employee Type	Reported Date	Calculation Tags	Total Hours (Time Tracking)	Primary Position
Not Submitted	Dominick Quaye (119581)		02/10/2023	Regular	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.**

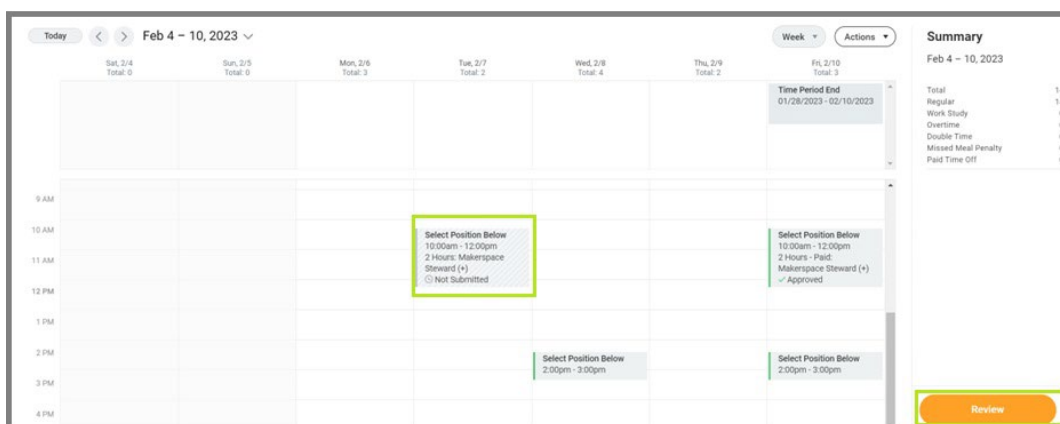
- Open another browser tab, log into Workday.
- From here, follow the steps in the **Submitting Time on Behalf of Bi-Weekly Staff** job aid for each bi-weekly employee on this list.

Submitting Time on Behalf of Bi-weekly Staff

1. In Workday, search for the **Enter Time for Worker** task in the search bar.
2. 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.



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.

