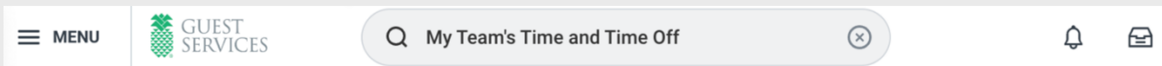
Reporting Instructions
My Team's Time and Time Off

workday.

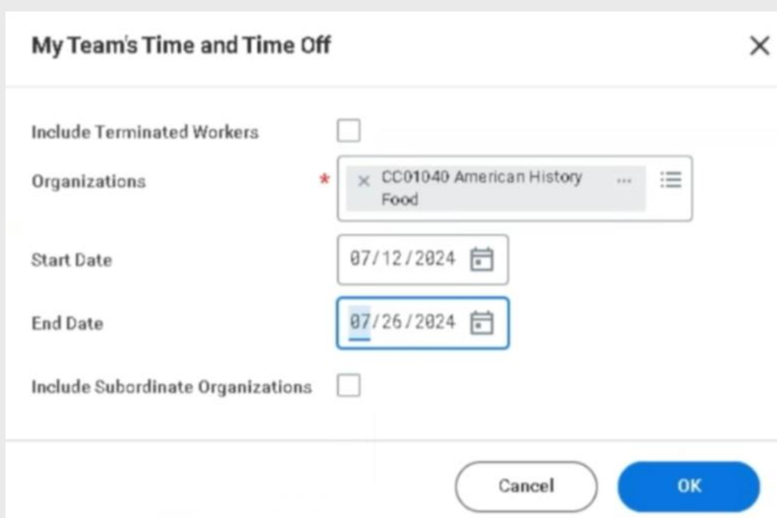
My Team's Time and Time Off Report: This report shows each team member's reported hours worked and time off taken.

1. Start by Navigating to your Workday Home Page

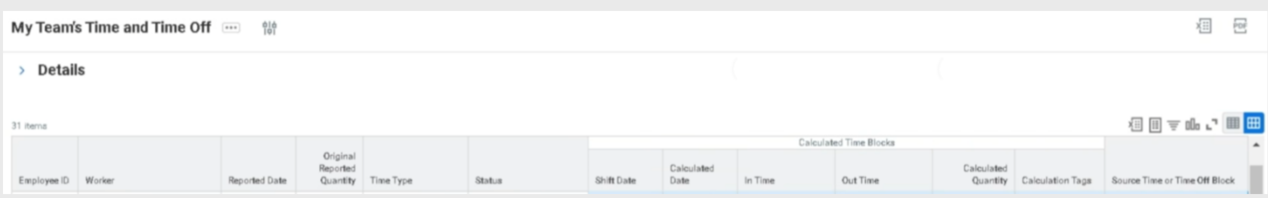
2. In the Search Bar at the top of your screen, search for "My Team's Time and Time Off"



3. This will open a criteria menu where you can include terminated team member, select the organization(s), and select the date range
   - **Include Terminated Workers** - Toggling this allows team members to view the balances of previously terminated team members
   - **Organizations** – This allows team members to select the cost center(s) that they would like to view team member's time off balances for
   - **Start Date** - the first day of the date range for which you want to view team member's time off balances for, typically the start of the pay period.
   - **End Date** - the last day of the date range for which you want to view team member's time off balances for, typically the end of the pay period.
   - **Include Subordinate Organizations** – Can be toggled if selecting a hierarchy with multiple cost centers



4. This should open the report with multiple columns with different time entries for your team members.
    - **Employee ID**: This is the unique identification number assigned to each employee.
    - **Worker**: The name of the employee whose time or time off is being reported.
    - **Reported Date**: The date when the time or time off was recorded.
    - **Original Reported Quantity**: The amount of time that was initially reported by the employee.
    - **Time Type**: The category of time being tracked, such as regular work hours, vacation, or sick leave.
    - **Status**: The current status of the reported time, such as approved, pending, or denied.
    - **Shift Date**: The date of the work shift or time off.
    - **Calculated Date**: The date when the reported time was processed and calculated in the system.
    - **Calculated Quantity**: The amount of time calculated by the system after processing.
    - **Calculated Time Blocks**: The breakdown of the reported time into specific time blocks, such as start and end times.
    - **In Time**: The time the employee started their shift or the beginning of the time block.
    - **Out Time**: The time the employee ended their shift or the end of the time block.
    - **Calculation Tags**: Tags or labels used to categorize or identify specific types of time calculations.
    - **Source Time or Time Off Block**: Indicates whether the time recorded is from work hours or a time off request.



Note: If you have any questions or issues with this report, please feel free to contact the payroll team at payroll@guestservices.com and copy workday@guestservices.com