



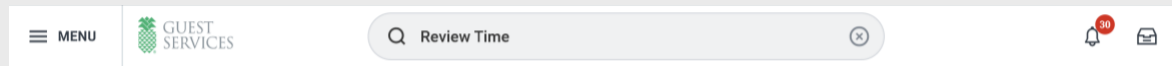
Reporting Instructions

Review Time

REVIEW TIME REPORT: This report lists all the employees and information about unsubmitted time, submitted time, regular time, overtime, approved time, etc.

1. Start by Navigating to your Workday Home Page

2. In the Search Bar at the top of your screen, search for “Review Time”



3. This will open a criteria menu where you can select the date, worker type(s), employee type(s), which hours you'd like to view, and a period schedule

- “Date” should be the date that you'd like to review hours for
- “Worker Type” should, in most cases, be set to “Employee”
- “Employee Type” can be filtered between regular, season, wages only, and more. You can select multiple options to view multiple employee types in one report.
- “Show” will let you select between viewing hours for all workers that meet the criteria selected, workers with hours that need to be approved, and workers with unsubmitted hours.
- “Period Schedule” should be either Bi-Weekly or Weekly, depending on your operation's payroll schedule.

Review Time

Date * 08/06/2024

Review my direct reports only ☒

Workers (empty)

Worker Type

Employee Type

Show *

Period Schedule

4. This should open the report in the “Time and Scheduling Hub”
- You can also switch between different pay periods by using the “Previous Period” and “Next Period” buttons at the top of the report.

The screenshot displays the 'Time and Scheduling Hub' interface. On the left is a sidebar with navigation options: Overview, Review and Approve Time (highlighted), Edit and Approve Time, Direct Reports, Operational Analytics, and Team Absence Calendar. The main content area features 'Previous Period' and 'Next Period' buttons at the top. Below them is a 'Search Criteria' section with a note: 'NOTE: You can't approve unsubmitted hours.' A summary bar shows '2 All Workers' and various filters for submitted and unsubmitted time. The 'Time Period Summary' table lists 2 items with columns for Worker Name, Unsubmitted Time, Submitted Time, Approved Time, Regular, Overtime, Shift Premiums, and Lump Sum Dollar Payments. An 'Approve' button is located at the bottom of the table.

Worker Name	Totals			Breakdown			
	Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Shift Premiums	Lump Sum Dollar Payments
[Worker Name]	39.75	0	0	39.75	0	0	0
[Worker Name]	42.25	0	0	40	2.25	0	0

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