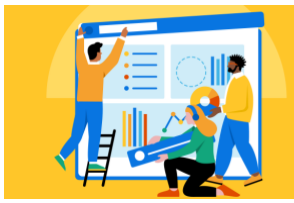


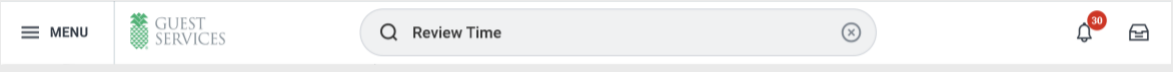
Reporting Instructions
Review Time

workday.

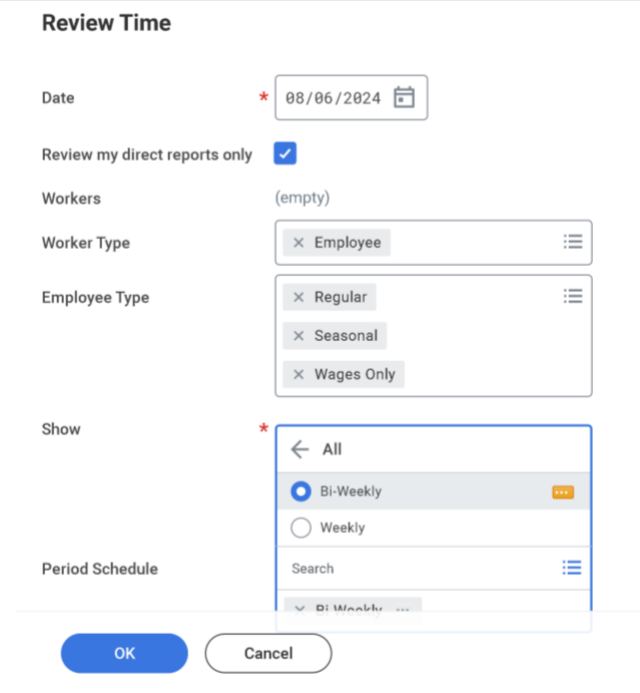
REVIEW TIME REPORT: This report lists all the employees and information about unsubmitted time, submitted time, regular time, overtime, approved time, etc.

1. Start by Navigating to your Workday Home Page

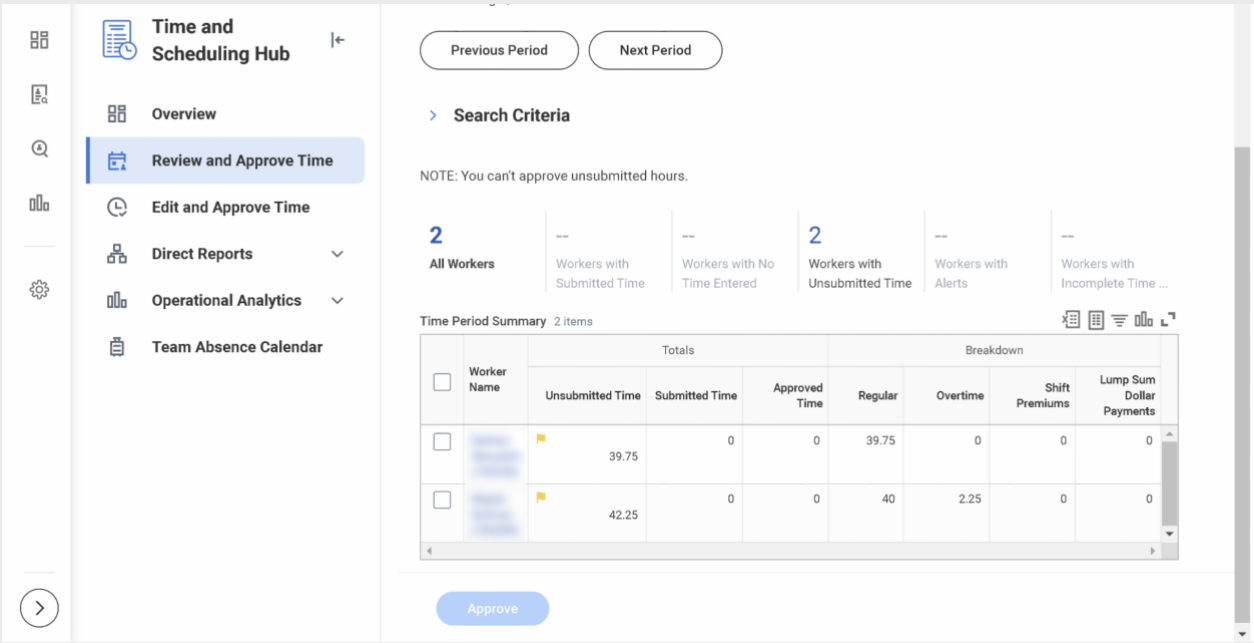
2. In the Search Bar at the top of your screen, search for “Review Time”



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.



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.



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