JWA Workday Manager Training

Report – All Worker Time Off - Desktop
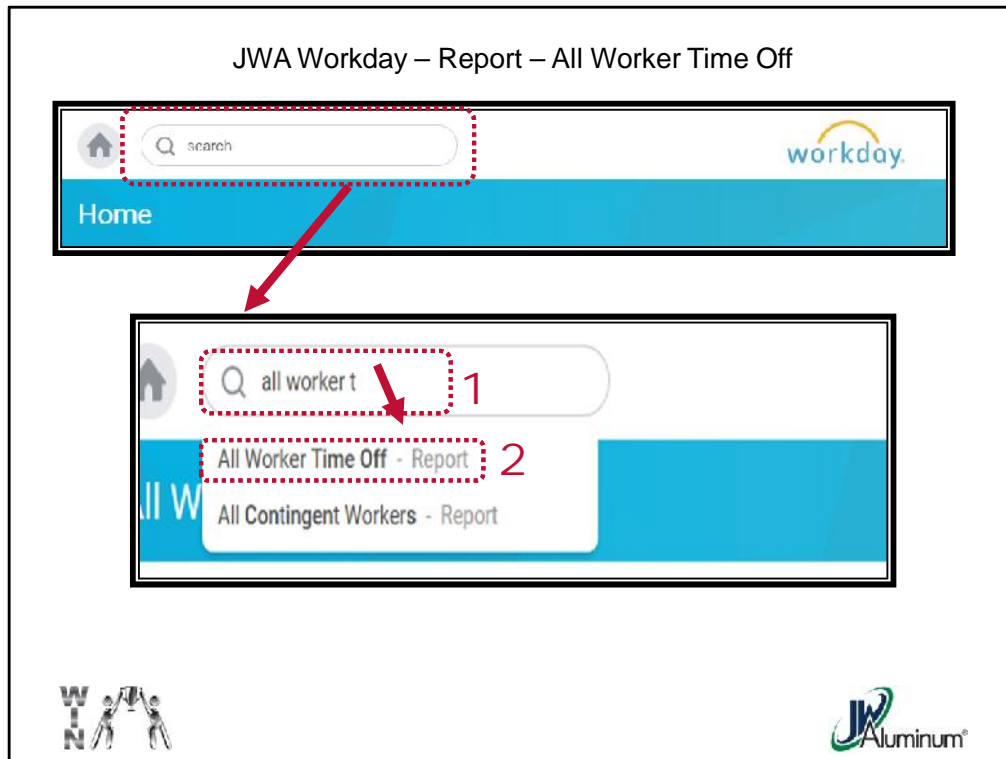
This Training Module Covers:

- All Worker Time Off

This slide list the subjects covered in this module.

JWA Workday – Report – All Worker Time Off

1. At the Home Screen, click in the Search Bar and type in "**all worker ti**."

2. When the popup menu appears Click on "**All Worker Time Off – Report**."

Selecting Date Ranges

All Worker Time Off

Organizations	* × Manager Name Here ☰ 1
Include Subordinate Organizations	☑ 2
Include Managers	☐
Start Date	02 / 05 / 2018 📅 3
End Date	02 / 07 / 2018 📅 4

OK 5

To view the dates of interest:

1. In the "**Organization**" box, select "**My Organization**" and Click on **Your Name**

2. **Click On** the "**Include Subordinate Organizations**" box.

3. For "**Start Date**" click on the calendar icon and select the desired date.

4. For "**End Date**" click on the calendar icon and select the desired date.

5. Select "**OK**."

View the Report

Supervisory Organization	Worker	Request Type	Time Off/Absence Table	Type	Unit of Time	Time Off Date	Entered On	Approve Date
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	01/02/2018	01/08
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	01/24/2018	01/26
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	02/01/2018	02/07
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	02/04/2018	02/05
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	02/05/2018	
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	02/05/2018	02/05
Manager's Name	Teammate's Name	Time Off Request	PTO Time Off	PTO	Hours	02/05/2018	02/08/2018	02/08