



JWA Workday Manager Training

Report – All Worker Time Off - Desktop

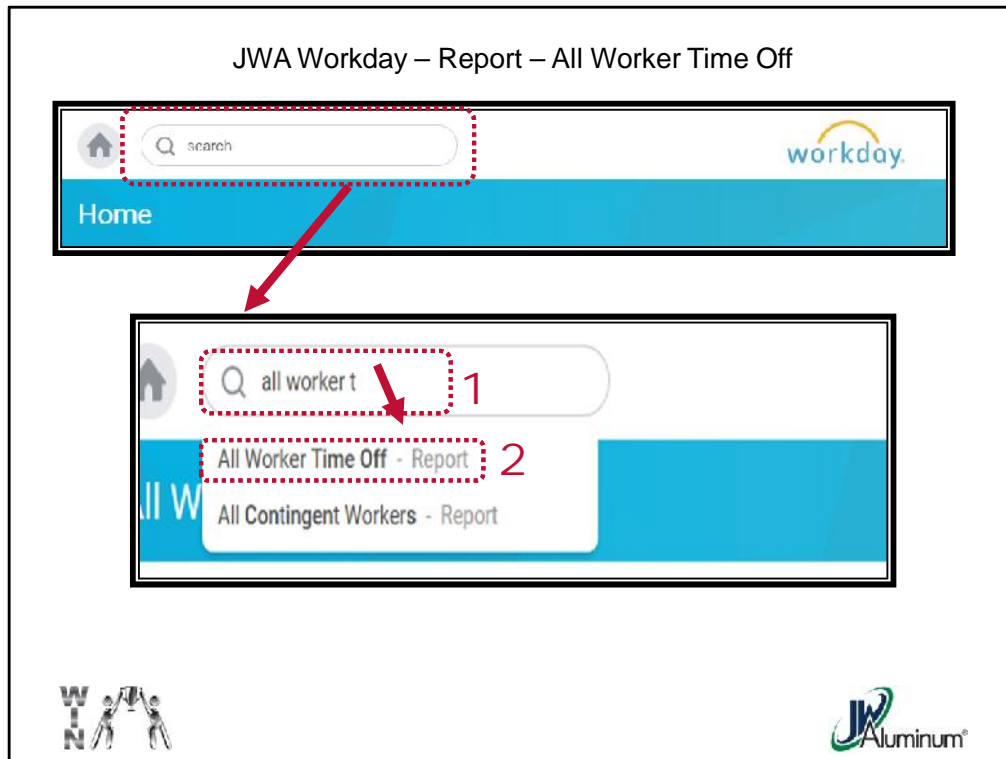
## JWA Workday – All Worker Time Off

### This Training Module Covers:

- All Worker Time Off



This slide list the subjects covered in this module.



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

The screenshot shows a web form titled "All Worker Time Off". It contains the following fields and controls:

- Organizations:** A dropdown menu with a red asterisk and a red dashed box labeled "1" containing "× Manager Name Here".
- Include Subordinate Organizations:** A checkbox with a blue checkmark and a red dashed box labeled "2".
- Include Managers:** An unchecked checkbox.
- Start Date:** A date field showing "02 / 05 / 2018" with a calendar icon and a red dashed box labeled "3".
- End Date:** A date field showing "02 / 07 / 2018" with a calendar icon and a red dashed box labeled "4".
- OK Button:** A yellow button with the text "OK" and a red dashed box labeled "5".

Logos for "WIN" and "JW Aluminum" are visible at the bottom of the form area.

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	Appro. 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	02/08
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	02/06/2018	02/06

