



JWA Workday Manager Training

Report – Comparing Scheduled Vs. Actual Punches - Desktop

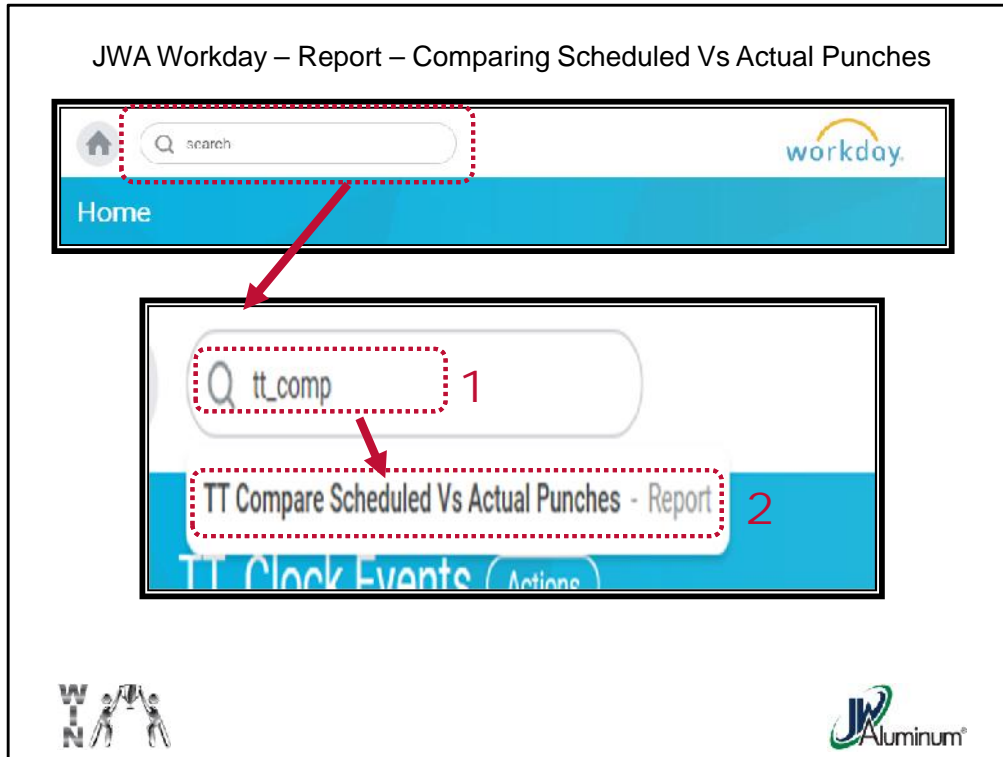
JWA Workday – Compare Scheduled vs Actual Punches

This Training Module Covers:

- Comparing Scheduled Vs. Actual Punches



This slide list the subjects covered in this module.



1. At the Home Screen, click in the Search Bar and type in “**tt_comp**.”
2. When the popup menu appears Click on “**TT Compare Scheduled Vs Actual Punches – Report.**”

Selecting Date Ranges

TT Compare Scheduled Vs Actual Punches

Organizations Information Not Required

Start Date * 02 / 05 / 2018 1

End Date * 02 / 07 / 2018 2

OK 3

WIN

JW Aluminum

To view the dates of interest:

1. For **“Start Date”** click on the calendar icon and select the desired date.
2. For **“End Date”** click on the calendar icon and select the desired date.
3. Select **“OK.”**

View the Report

TS Reports 📄 📊 📱

Time shifts for a week

Worker	Start Date	In Punch	Scheduled In Punch	Difference Between In and Scheduled	Out Punch	Sched
Teammate's Name	02/05/2018 03:00:00 AM	02/09/2018 06:45:00 PM GMT-05:00 Eastern Time (New York)	02/09/2018 06:45:00 PM GMT-05:00 Eastern Time (New York)	0	02/10/2018 07:00:00 AM GMT-05:00 Eastern Time (New York)	02/10/05:00
		02/10/2018 07:00:00 PM GMT-05:00 Eastern Time (New York)	02/10/2018 07:00:00 PM GMT-05:00 Eastern Time (New York)	0	02/11/2018 07:00:00 AM GMT-05:00 Eastern Time (New York)	02/11/05:00
		02/11/2018 07:00:00 PM GMT-05:00 Eastern Time (New York)	02/11/2018 07:00:00 PM GMT-05:00 Eastern Time (New York)	0	02/12/2018 07:00:00 AM GMT-05:00 Eastern Time (New York)	02/11/05:00
Teammate's Name	02/05/2018 03:00:00 AM	02/05/2018 04:45:00 AM GMT-05:00 Eastern Time (New York)		0	02/05/2018 01:00:00 PM GMT-05:00 Eastern Time (New York)	
		02/06/2018 06:30:00 PM GMT-05:00 Eastern Time (New York)	02/06/2018 06:45:00 PM GMT-05:00 Eastern Time (New York)	-15	02/07/2018 07:00:00 AM GMT-05:00 Eastern Time (New York)	02/07/05:00
		02/07/2018 06:30:00 PM GMT-05:00 Eastern Time (New York)	02/07/2018 07:00:00 AM GMT-05:00 Eastern Time (New York)		02/08/2018 07:00:00 AM GMT-05:00 Eastern Time (New York)	02/08/05:00
Teammate's Name	02/05/2018 03:00:00 AM	02/04/2018 07:00:00 PM GMT-05:00 Eastern Time (New York)	02/05/2018 07:00:00 PM GMT-05:00 Eastern Time (New York)		02/05/2018 07:15:00 AM GMT-05:00 Eastern Time (New York)	02/05/05:00

Note: If you see the occasional "1440," ignore it.

This is a Workday issue being addressed



**Difference
Between In
and
Scheduled**

-1440



Note: There remains a Workday issue with time on midnight between the weeks. If this happens you may see a "-1440" appear. If so, just ignore.