



JWA Workday Manager Training

Report – Teammate's Time Off Liability - Desktop

## JWA Workday – Time Off Liability

### This Training Module Covers:

- The ability for a manager to view his or her team members' time off including balance at a set point on the calendar.



This slide list the subjects covered in this module.



1. At the Home Screen, click in the Search Bar and type in **“time off liab.”**
2. When the popup menu appears Click on the preferred group you wish to view.  
For hourly teammates Click on **“Time Off Liability – JWA Hourly – Report.”**  
For salaried teammates Click on **“Time Off Liability – JWA Salary.”**

### Selecting Date Ranges

Organizations

Include Subordinate Organizations

Time Off Plans

Hourly Frequency

Daily Frequency

As Of

\* Manager Name Here

☒
2\*\*

\* X PTO Time Off Plan




02 / 26 / 2018

OK

To view the dates of interest:

1. In the “**Organization**” box, select “**My Organization**” and Click on **Your Name**
2. Step 2 only applies if you all subordinate organizations. If so, **Click On** the “**Include Subordinate Organizations**” box. Otherwise, **if you only want your direct reports, do not check it.**
3. For “**Time Off Plans**” click the dropdown menu and select “**PTO Time Off Plan.**”
4. For “**As of**” click on the calendar icon and select the desired date. Note: Due to the PTO accrual protocols only the time accrued to the point of the date appears. If you wish to see the total units for the year choose “**12/30/20\*\***” for the year in observance.
5. Select “**OK.**”

## View the Report

Organizations	Manager's Name	Time Off Plans	PTO Time Off Plan		
Include Subordinate Organizations	Yes	As Of	02/26/2018		
594 Items					
Location	Worker	Cost Center	Eligible Time Off Plans for Worker		
			Time Off Plan	Unit of Time	Balance
 Mt. Holly	Teammate's Name	300 Maintenance	PTO Time Off Plan	Hours	-13.84
 Mt. Holly	Teammate's Name	115 Receiving	PTO Time Off Plan	Hours	15.48
 Mt. Holly	Teammate's Name	175 Rolling	PTO Time Off Plan	Hours	22.48

