

JWA Workday Manager Training

Report – Teammate's Time Off Liability - Desktop

JWA Workday – Time Off Liability

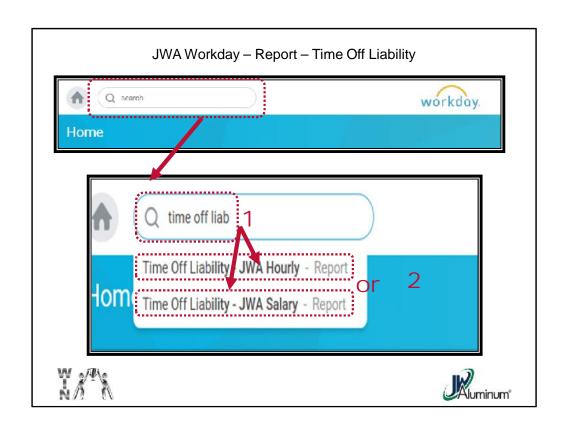
This Training Module Covers:

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

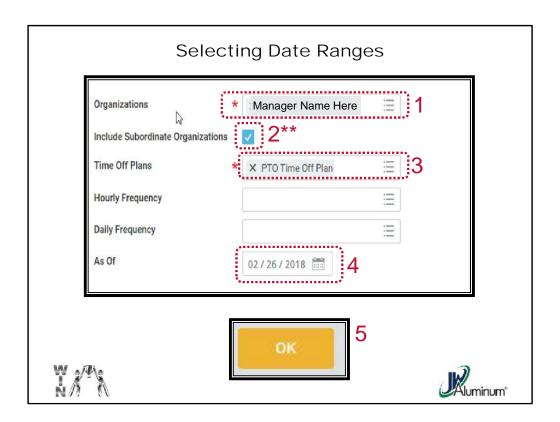




This slide list the subjects covered in this module.



- 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 Clock on "Time Off Liability JWA Salary."



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.
- Select "OK."

View the Report Include Subordinate Organizations Yes As Of 02/26/2018 594 Items Eligible Time Off Plans for Worke Location Worker Cost Center Time Off Plan Mt. Holly 300 Maintenance PTO Time Off Plan Hours -13.84 115 Receiving PT0 Time Off Plan Hours 15.48 175 Rolling PTO Time Off Plan Hours 22.48