



Helpful Workday Reports for Department Payroll Personnel

Several reports can help you determine where payroll costs are expensed:

- Before payroll is completed (for a period still in progress), run the CR PAY Payroll Accounting Journal Details - In Progress Payroll (aka PEARS) report.
- After payroll has completed, run the CR PAY Payroll Accounting Detail report. To see only earnings (and not benefits information), for the Pay Component field, choose "By Type" and then "Earning." Select all Earnings in which you are interested.

Report Name	Description
CR TTK Workers with No Time Entered	Report to aid at payroll cut-off to ensure all worked time (by overtime eligible employees or temporary employees) that has been recorded is paid in a timely fashion. This report is used by Payroll, AFOs, and central business units in the areas to make sure all hours recorded are submitted, and approved.
CR TTK Workers with Time Not Submitted or Approved	Audit report to track employees who did not submit time worked. Report to aid at payroll cut-off to ensure all worked time (by overtime eligible employees or temporary employees) that has been recorded is paid in a timely fashion. This report is used in departments to make sure all hours recorded are submitted, and approved.
CR ABS Time Offs	View time off (like LWOP) for any period of time and see the time off status (if it's been approved or pending approval).
CR PAY Hours Paid Summary for Fixed Term Hourly and Student Undergraduate Employees	<p><i>*Please note that this report will only show time entered moving forward from our launch date. No historical hourly time entered data has been loaded*</i></p> <p>Indicates how many hours a student worked in the last date range. Student temp hourlies (Undergraduates) - 516</p>

<p><i>Cont.</i> CR PAY Hours Paid Summary for Fixed Term Hourly and Student Undergraduate Employees</p>	<p>hours in a 6 month period, Non-student temp hourlies -1050 hours in a 12 month period for remediation to a permanent CS position, Non-student temp hourlies - 350 hours in previous 12 months for Bargaining Unit eligibility.</p> <p>It is used by Records, Labor Relations, and Benefits in HRS and departments who employ temporary hourly employees to track their eligibility for benefits, Civil Service remediation, and Bargaining Unit eligibility.</p>
<p>CR TTK Unmatched Time Clock Events</p>	<p>View Workers across organizations that have unmatched time clock events for a selected date range; additionally, it includes the position, manager, and supervisory organization for any check-in time clock events.</p>
<p>CR HCM Position Assignments Ending</p>	<p>Shows positions assignments/appointments ending within a specific date range.</p>
<p>CR PAY Payroll Accounting Journal Details - In Progress Payroll (aka PEARS)</p>	<p>Shows in progress payroll detail for employees. Departments can use this to make sure the employees in their areas are being paid correctly.</p>
<p>CR PAY Expiring Payroll Costing Allocations by Employee (aka Funding)</p>	<p>Shows all expiring costing allocations expiring before the prompted date and the organizational defaults that the employee will be paid on if the costing allocation expires and a new one is not entered.</p>