

WORKDAY REPORTS FOR DEPARTMENTAL CONTACTS

AREA	REPORT NAME	DESCRIPTION	TYPICAL SCHEDULE	TYPICALLY RUN BY
Absence	Absence Partner View All Worker Time Off	Provides an account of all the time off requested and approved for specific workers. Also, provides date the time request was entered, allowing Absence Partners to pinpoint when each process was initiated to review more easily	Weekly for compliance review	Absence Partner
Absence	Time Off Results Detail	Provides an account of the Time Off Plan, Time Balance, Accrual Details, Absence Types Available, and amount Paid in Period by supervisory organization	Adhoc	Absence Partner
Absence	Workers On Leave	Provides a list of all employees for a specific supervisory organization who are on leave in a defined date range; includes Leave Type, Total Days (Estimated), First Day of Leave, and Estimated Last Day of Leave	Adhoc	Absence Partner
Absence	Carryover Balances for Organization (by Worker)	Running this report for the vacation time off plan for 9/1/20XX, will give you the amount of vacation that will carryover from one Fiscal Year to the next and the amount of time that will be "forfeited" and rolled to sick time off. Note: The report does not take into account any potential / future changes in state service levels that would allow a higher carryover amount. Once the new state service level is achieved the report will reflect the new level	Adhoc	Absence Partner
Absence	Holiday Calendar Assignment	This report identifies which holiday calendar employees are assigned. It also notes if an ID has been assigned to an employee to override the automatic holiday calendar assignment.	Adhoc	Absence Partner
All	Workers with Other IDs	Provides values for Other IDs (custom IDs). return employees with various Other IDs. Use this report to check if all values are set appropriately, for example "No" vs "no".	Adhoc	Multiple Roles
Compensation	One-Time Payment History	Provides an account of all One-Time Payments made for employees of a specific supervisory organization	Adhoc	HR Contact, HR Partner, Payroll Partner
Compensation	Positions and their FTE	View workers' scheduled weekly hours, FTE (full-time equivalent) percentage, and time type for all the filled positions. You can optionally get these hours as of a specified date and/or include subordinate organizations. Enables you to monitor worker hours.	Adhoc	HR Partner, Compensation Partner
Compensation	Compensation Changes Report	Displays all compensation changes for a specific date range, organization, and workflow status, allowing Comp Partners oversight into all changes for the employees they support	Adhoc	Compensation Partner
Compensation	Employee Academic Pay Settings by Organization	This report provides a listing of employees by organization including all their positions' academic pay settings, compensation plan assignments, annual base pay amounts, and pay group assignments with pay frequency.	Adhoc	Partner Roles, HR Contact, Dept Head, Manager, Timekeeper
HR	Inbound Workers by Business Process and Effective Date Range	For each sup org, lists # of inbound workers. Can drill down to the inbound employees.		HR Contact, HR Partner
HR	Longevity Job Classification Audit Report - TAMUS	Used to audit longevity job classification where employee/position job classification is different from job profile's job classification.	Adhoc	HR Contact, HR Partner
HR	New Hire Staffing and Compensation	View new hires, salaries, titles, managers for a sup org and date range.	Adhoc	HR Contact, HR Partner

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HR	View All Positions	The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.	Adhoc	HR Contact, HR Partner
Onboarding	Onboarding Status Summary	View recently hired workers and a summary of their onboarding status	Weekly	HR Contact, HR Partner
Payroll	Pay Calculation Results for a Period	View summary payroll results for a group of workers based on a pay periods and the employees company/pay group/supervisory organization. Includes worker names and positions, payroll run status, pay amounts such as gross pay, earning type and associated accounts.	Prior to each payroll processed	Payroll Partner, HR Contact, HR Partner
Recruiting	Manage Job Requisitions	Used to view all the job requisitions for the supervisory organization you support. Can be viewed on the Recruiting Dashboard for Recruiting Partner and Recruiting Coordinator.	Adhoc	HR Partner, Manager, Recruiting Coordinator, Recruiting Partner
Recruiting	Candidate Export Controls	Identifies candidates that have or have not been evaluated for export controls by job requisition	Adhoc	Recruiting Partner, Recruiting Coordinator
Recruiting	Candidate Pipeline	View recruiting sources according to job requisitions and the number of active candidates associated with the steps within the recruiting process. Can be viewed on the Recruiting Dashboard.	Adhoc	Recruiting Partner; Recruiting Coordinator
Time Keeping	Reported Time Blocks for a Worker	Provides details on time reported for employees for a given period. Includes time entry codes and calculation tags	Biweekly	Timekeepers
Time Keeping	Reported Time	Provides details on time reported for employees for a given period with some additional fields added to assist with project time review	Biweekly	Timekeepers for groups with projects, Management Chain
Time Keeping	Review Time	Used to review and approve multiple employees' timesheets	Biweekly	Manager, Timekeeper
Time Keeping	Workers with No Time Entered	Identifies employees who have not entered time for the current pay period. This report is configured to send reminders to employees on the last Friday of the pay period.	Biweekly	Timekeeper
Time Keeping	Workers with Time Entered but Not Submitted	Identifies employees who have entered time for the pay period but have not submitted to their manager. This report is configured to send alerts to employees on the last Friday of the pay period.	Biweekly	Timekeeper
Time Keeping	Workers with Time Submitted but Not Approved Primary Position	Identifies managers of primary positions that have outstanding time sheets to approve. This report is configured to send alerts to employees on the Monday following the end of the pay period.	Biweekly	Timekeeper
Time Keeping	Workers with Time Submitted but Not Approved Additional Jobs	Identifies managers of additional jobs that have outstanding time sheets to approve. This report is configured to send alerts to employees on the Monday following the end of the pay period.	Biweekly	Timekeeper
ALL	Business Processes of Type Awaiting Action	View in-progress business processes	Adhoc	HR Contacts