



## Other Valuable Reports Related to Pay Results

Workday offers a number of Valuable Reports that contain information to assist departments during active payrolls. These reports can be generated and reviewed before payroll deadlines to ensure your employees receive their expected pay results. Some available reports include:

### All Worker Time Off

Security Roles that can generate within a department or college:

- Absence Partner
- Absence View Only
- Business Executive View Only
- Department Head
- Executive Approver
- Manager
- Timekeeper

Partial Description from Workday Help:

#### **All Worker Time Off**

Returns all time off entries for active and terminated workers in prompted organizations where the worker's time off date falls on or within the specified date range.

Run this report to pull by the date for which the time off is requested to ensure all time offs are approved for the pay period currently being processed.

### Business Process Transaction of Type Awaiting Action

Security Roles that can generate within a department or college:

- Budget Partner
- Business Executive View Only
- Faculty Partner
- Graduate Studies Partner
- HR Contact

Description from Workday Help:

#### **Business Process**

View every business process of the specified type that is awaiting action, who it is waiting for, how long it has been waiting and how many days past due it is.

#### **Transactions of Type**

#### **Awaiting Action**

Run this report to get business processes that are awaiting action.

NOTE: Payroll recommends running this report to review status of Hire and Termination business process. You want to make sure New Hires will make the expected first payroll or Terminations for exempt employees fully complete before deadline, so they are not overpaid.



### Onboarding Status Summary

Security Roles that can generate within a department or college:

- Department Head
- Executive Approver
- HR Contact
- Manager

Description from Workday Help:

<b>Onboarding Status Summary</b>	Returns hired workers within a specified effective date range and displays a summary of their onboarding status including steps not started, in progress, and completed. (Previously named Onboarding Status Summary - TAMUS)	Benefit Partner should run this report daily and reach out to individuals or departments holding up onboarding events.
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### Reported Time

Security Roles that can generate within a department or college:

- Department Head
- HR Contact
- Manager
- Timekeeper

Description from Workday Help:

<b>Reported Time</b>	Allows the review of time entered and calculated including what time entry code or project was selected by the employee.
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**NOTE:** Numerous other reports are listed within Workday Help. Workday Help can be accessed through your SSO Menu. Once on their home page, click Reports on the top ribbon. From the list of Commonly Used Reports, you can filter for and search for other reports which may be of assistance to numerous security roles such as Absence Partner, Recruiting Partner, Faculty Partner, Graduate Studies Partner, Employee as Self, Cost Center Approver, HR Contact, Manager and/or Timekeeper.

