

INSTRUCTIONS FOR REPORT:**Approved Hours Across NSHE for Temporary Hourly and Student Workers – HCM – CR (UNLV)****Issue Date: 12/17/2018****Purpose:**

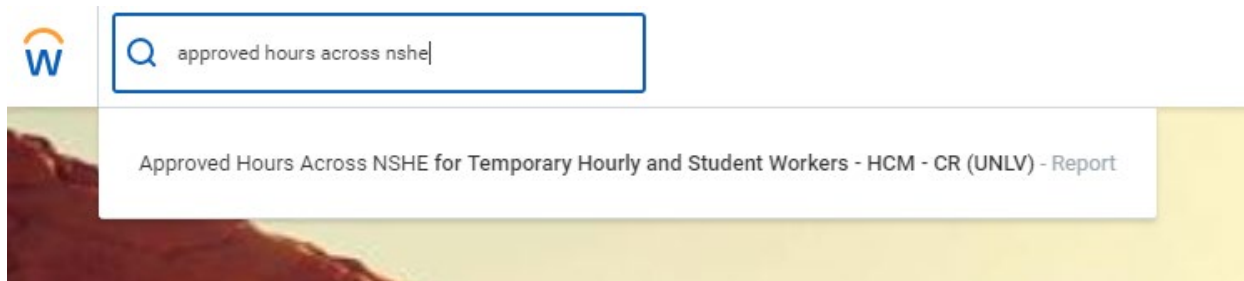
This report can be used to track the total number of hours worked across NSHE for temporary non-instructional hourly or student employees. This report does not include hours worked at Thomas and Mack or hours worked through a temporary agency.

NOTE: In order to see the data for the workers you support, at the very least you must have either a) the “manager” security role for the worker(s) in question (essentially you must be the direct supervisor in Workday) or b) you must have BOTH the “Administrative Assistant” and “Timekeeper” roles for the supervisory organization(s) of the worker(s) in question. Without these roles for the appropriate orgs you may not see all the data you expect. Conversely, you may see a larger universe of employees if you have broader security roles. If you have questions about your security roles or find that you are not seeing the data you’d expect when you run the report, please contact the Workday Support Team at x44242 or workdaysupport@unlv.edu.

The report's name is:

Approved Hours Across NSHE for Temporary Hourly and Student Workers – HCM – CR (UNLV)

which can be searched for directly in Workday by typing a portion of the title in the Workday Search Bar:



Once selected, the report will prompt you to enter the date range you wish to see the hours worked (the report will default to the current fiscal year)

A screenshot of the report configuration screen. At the top is a blue header bar with the report title 'Approved Hours Across NSHE for Temporary Hourly and Student Workers - HCM - CR (UNLV)' and an 'Actions' button. Below the header, there are instructions: 'Select Date Range (Fiscal Year Default):' and a note: 'NOTE: If Exported to TMC, the Total Submitted and Approved Hours' value will be used, as this most accurately reflects hours worked to-date.' Below the instructions are two date selection fields: 'Start Date' with a red asterisk and a calendar icon, showing '07 / 01 / 2018'; and 'End Date' with a red asterisk and a calendar icon, showing '06 / 30 / 2019'.

Once your dates are set, select OK to run:

A screenshot showing two buttons: an orange 'OK' button and a light blue 'Cancel' button.

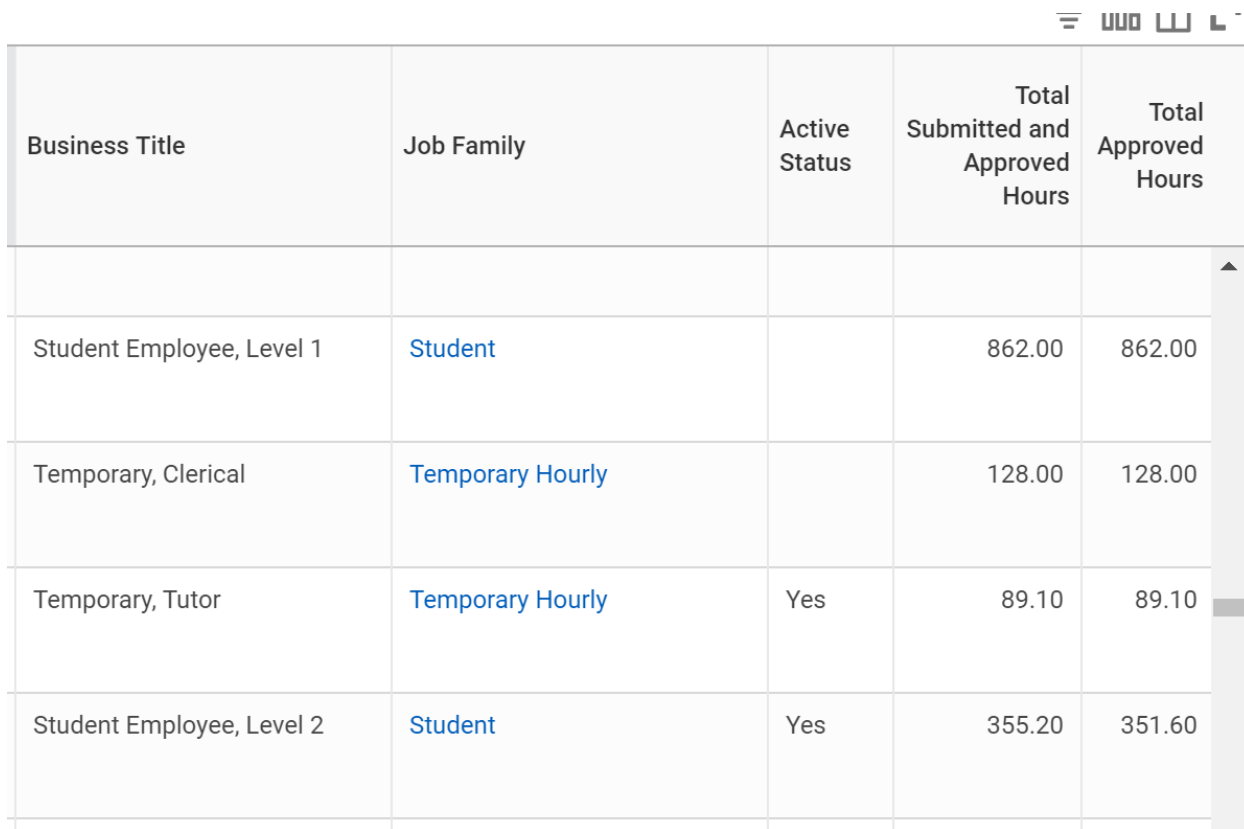
NOTE: The report may take a while to run. If you find that to be the case, you can hit “Notify Me Later” and be notified when the report is complete.

The following data will display for each worker your security roles support:

Worker	Name	Employee ID	Supervisory Organization	Cost Center	Business Title	Job Family	Active Status	Total Submitted and Approved Hours	Total Approved Hours
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NOTE: Only one line will display for each worker, even if they have/had multiple jobs during the timeframe indicated. The displayed data will indicate their primary job from that period. Given this, you may see supervisory orgs, cost centers, and titles that aren't reflective of those that you manage.

On the right side of the data, you will see the data indicating the total hours (one including hours submitted but not yet approved in the total), which can be used to monitor your employees as they approach the 1,000 limit.



Business Title	Job Family	Active Status	Total Submitted and Approved Hours	Total Approved Hours
Student Employee, Level 1	Student		862.00	862.00
Temporary, Clerical	Temporary Hourly		128.00	128.00
Temporary, Tutor	Temporary Hourly	Yes	89.10	89.10
Student Employee, Level 2	Student	Yes	355.20	351.60

NOTE: These counts do not include hours worked at the Thomas and Mack Center if your employee has an additional job there. If you know that is the case, you can reach out to the Thomas and Mack HR department (x53895) for a total of the hours worked.