
DBM Report Overview Webinar

- As you enter the call, your phone line will already be muted.
- If you have pressed * 6, you may have unmuted your line.
- If you are using a speaking phone, please turn off the mic or mute the phone as necessary.
- I will mute all lines when we start the call.
- Please do not place your phone on hold or send to your voice message, we will be able to hear that on the line.
- Please do not have conversations during the call, if you can't attend the webinar at this time, please try again or listen to the recorded session later at your convenience.
- Thank you for your cooperation!

SPS Workday

DBM Reports Overview for Timekeeping and Payroll Go-Live



SPS Workday

Overview

- ✓ Phase II:
 - ✓ Workday TimeTracking and Absence
 - ✓ Automation of ETR/PTR Process
 - ✓ Gross Payroll Process

- ✓ State Regular May 25-June 7 Go-Live pay period
- ✓ Contractual June 1-June 14 Go-Live pay period

SPS Workday

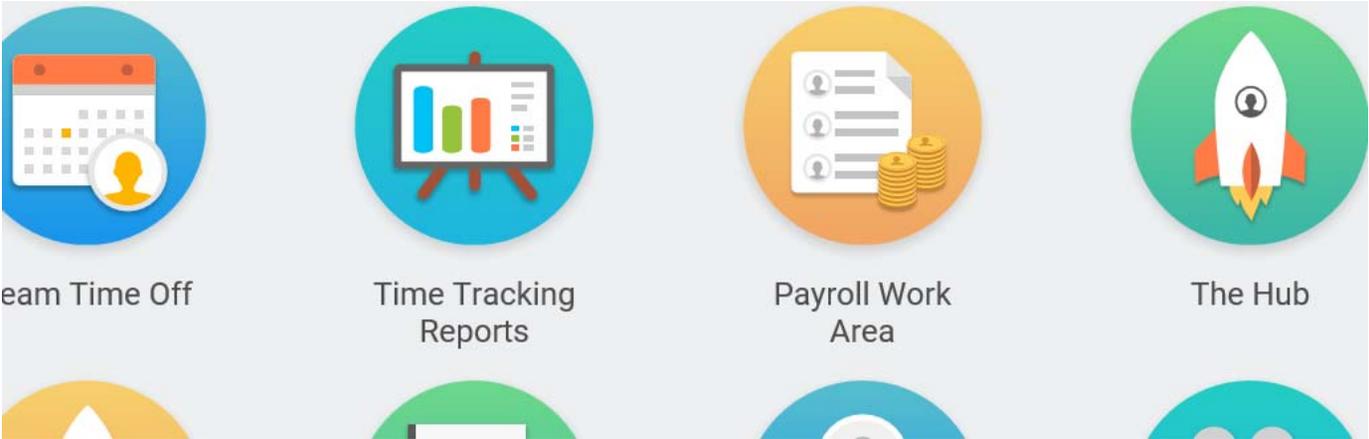
New Timekeeping/Payroll Process

- Timekeeping
 - ✓ Time Entry/Timesheets
 - ✓ Manager Approvals
 - ✓ Reports
 - ✓ Review/Audit
 - ✓ Investigation
 - ✓ Follow-Up
- Payroll
 - ✓ HR Events/Time Entry/Timesheets
 - ✓ Approvals
 - ✓ Reports
 - ✓ Review/Audit
 - ✓ Payroll Input
 - ✓ Investigation
 - ✓ Follow-Up



SPS Workday

Worklets



Report Details

- Run on Sup Org
- Run on Sup Org Cost Center (CC)
- Export to Excel
- Filter on Screen in Workday
- Filter in Excel
- Notify me later, naming reports
- W:

← SPMS Time Off Report

Cost Center Department of Budget and Management CC End Date 06/07/2016

Start Date 05/25/2016

53 items

Time Off Date	Time Off Entry	Name	Employee ID	Agency Code	Employee Type	Job Profile	Collective Bargaining Unit	Supervisory Organization	Request Type
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Notify Me Later, W:

1

Processing your request, please wait.



Options

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting W:Drive from the main menu.

2

Send to My Reports

Choose a document format and name the file:

Request Name: *

Format:

You can track the progress in the Process Monitor

3

Send to My Reports

Choose a document format and name the file:

Request Name: *

Format:

You can track the progress in the Process Monitor

4

VIEW PROFILE

- Home
- Inbox
- Notifications
- Workbench
- Favorites
- W:Drive**
- Documentation
- My Account
-



My Reports, W:

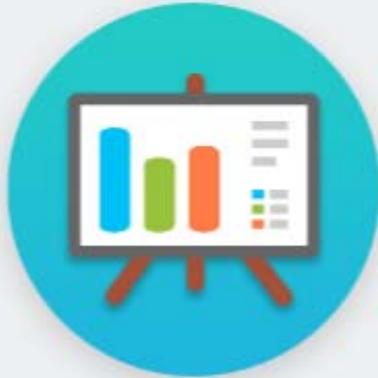
My Reports  

1 items   

File Name	Type	File	Created by	Date and Time Created	Number of Shared Users	
 My Report exempt tk 2016-05-27 12_45 EDT	Excel		Leslie Buchman	05/27/2016 12:46 PM		Delete

[More Reports](#) [Process Monitor](#)

Reports From Worklets



Time Tracking & Payroll Reports

← Time Tracking & Payroll Reports

☐ Time Tracking Reports (Click More to View All)

SPMS No Time Entered State/Regular

SPMS No Time Entered Contractual

SPMS Unsubmitted Time and Time Off in a Period - State/Regular

More (11)

☐ Payroll Reports

SPMS Payroll Summary Report

SPMS View Payroll Input by Worker(s)



Report Lists

Time Tracking Reports (Click More to View All)

SPMS No Time Entered State/Regular

SPMS No Time Entered Contractual

SPMS Unsubmitted Time and Time Off in a Period - State/Regular

SPMS Unsubmitted Time and Time Off in a Period - Contractuals

SPMS Unapproved Time and Time Off in a Period - State/Regular

SPMS Unapproved Time and Time Off in a Period - Contractuals

SPMS Reported Time Blocks for a Worker

SPMS Bilingual Pay Request Report

SPMS Approved Hours < Scheduled Hours in a Pay Period State/Regular Employees

SPMS Pay Hours Report (Approved Hours)

SPMS Exception Report (Approved Hours)

SPMS Pay Hours Report (Submitted Hours)

SPMS Overtime Report State/Regular

SPMS Leave Without Pay Report

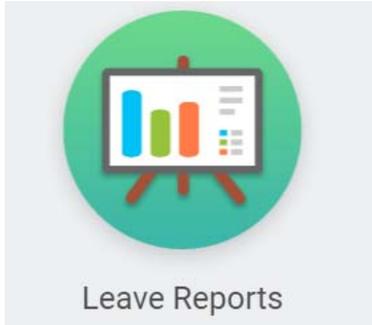
Payroll Reports

SPMS Payroll Summary Report

SPMS View Payroll Input by Worker(s)



Report Filters



SPMS Time Off Report

Cost Center *

Start Date *

End Date *

Time Off

Untitled Filter

Manage Filters

0 Saved Filters

← Leave Reports

- Leave Reports
 - SPMS Time Off Report

Report Filters

SPMS Time Off Report

Cost Center * budget and

Start Date * Q 58 Results

End Date * Department of Budget and Management

Time Off Department of Budget and Management CC

DHCD - DFA - Budget

DHCD - DFA - Budget Accounting

DHMH - Deputy Director Capital Budget and Planning

DHMH - Nursing Homes and

Untitled Filter

Manage Filters
0 Saved Filters

Cost Center * X Department of Budget and Management CC

Start Date * 05 / 25 / 2016

End Date * 06 / 07 / 2016

Time Off search

← All

Accident Leave

Accident Leave (Timesheet)

Accident with Sick Pay Time Off

Accident with Sick Pay Time Off (Timesheet)

Accrual Adjustment - No Payroll Effect

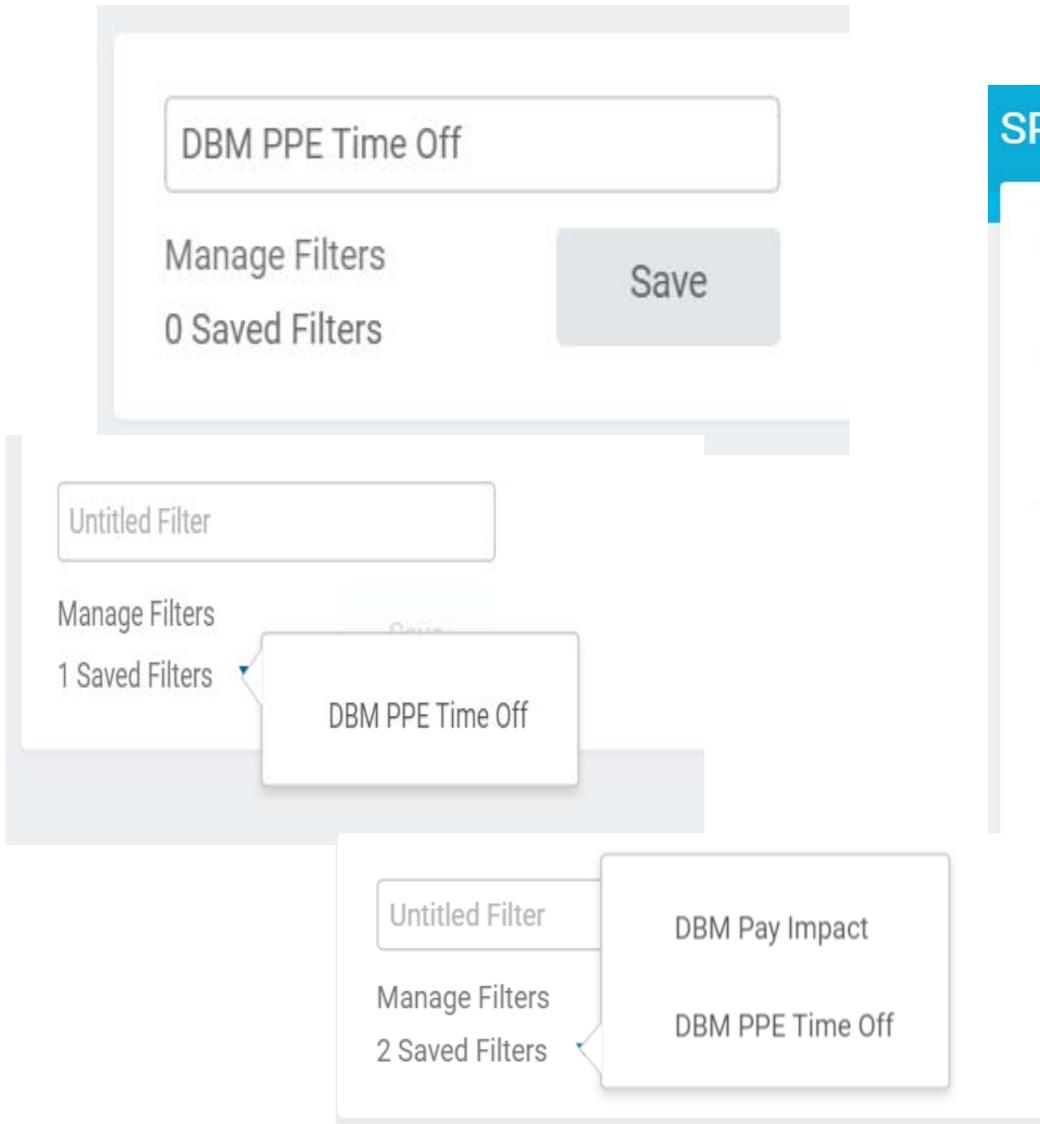
Untitled Filter

Manage Filters
0 Saved Filters



Saving a Report Filter

All saved Filter Reports will be listed under saved filters



SPMS Time Off Report

Cost Center *

Start Date *

End Date *

Time Off

- Accident Leave
- Unpaid Administrative Leave Time Off (Time Off Calendar)
- Unpaid Administrative Leave Time Off (Timesheet)
- Unpaid Leave - Contractual (Time Off Calendar)
- Unpaid Leave - Contractual (Timesheet)

[More \(4\)](#)

Saved Reports

← SPMS Time Off Report

Cost Center Department of Budget and Management CC End Date 06/21/2016
Start Date 06/08/2016 Time Off

- Accident Leave
- Unpaid Administrative Leave Time Off (Time Off Calendar)
- Unpaid Administrative Leave Time Off (Timesheet)
- Unpaid Leave - Contractual (Time Off Calendar)
- Unpaid Leave - Contractual (Timesheet)
- Unpaid Leave Non-FMLA Time Off (Time Off Calendar)
- Unpaid Leave Non-FMLA Time Off (Timesheet)
- Unpaid Temporary Partial Disability (Time off Calendar)
- Unpaid Temporary Partial Disability (Timesheet)
- Less (4)

0 items

Time Off Date	Time Off Entry	Name	Employee ID	Agency Code	Employee Type	Job Profile	Collective Bargaining Unit	Supervisory Organization	Request Type	Time Off	Type	Unit of Time	Ent
No Data													



SPS Workday

Resources

- ✓ Reports Listing
- ✓ Role Check Lists
- ✓ Job Aids

