



A Punch on a time clock is a time clock event in WDTT. A punch in and punch out on a time clock will create a Time Block on an employee's time card. This report should be ran frequently to get unmatched time events cleaned up so that employees will have Time Blocks on their time cards.

Running of report

1. On the Workday homepage, type unmatched in the search menu

2. Select **Unmatched Time Clock Events by Supervisory Org**

3. Select the Supervisory Organization(s)
4. Select Include Subordinate Organizations
5. Fill in the start Date to be the first day of the pay period

6. Fill in the end Date to be the last day of the pay period
7. Fill in the optional fields, if desired:
 - **Worker-** Not required
 - **Job Families Group-** you can use this filter to give you employees that fall with one or more groups, but it is not required.
 - **Exclude Employee Type** – can use this to exclude employees' types but is not required.
8. Click **OK**
9. In the Report you will see each worker with Unmatched Time Clock Events, Worker, Worker ID, Email Address, Position, Positions ID, Manager, Mangers Email Address, Supervisory Organization Name, Supervisory Org. Cod, Time Clock Event, Clock Event Type, Day of the Week, Date, Time, and TCE Source.

Worker	Employee ID	Worker Email	Position	Position ID	Manager	Manager Email
Aaron M. Holden	3679042	✉ amh363@cornell.edu	00143563 Food Service Worker S02 - Aaron M. Holden	00143563	Nathan Scott Davis	✉ nsd1@cornell.edu
Adam M. June	2041316	✉ amj49@cornell.edu	00108500 Cook S06 - Adam M. June	00108500	Richard B. Roberts	✉ rbr4@cornell.edu
Adam R. Armstrong	1319693	✉ ara34@cornell.edu	00108888 Dish Machine Operator S02 - Adam R. Armstrong	00108888	Gary Dick	✉ gd224@cornell.edu

Supervisory Org Name	Supervisory Org Code	Time Clock Event	Clock Event Type	Day of the Week	Date	Time	TCE Source
SCLCL - Din - Trillium Operations	DR-AG	Aaron M. Holden - 6:54 AM - In	Check-in	Monday	02/05/2018	06:54:00.000 AM	External
SCLCL - Din - North Star Cullinary	DR-NORTH	Adam M. June - 5:35 AM - In	Check-in	Monday	02/05/2018	05:35:00.000 AM	External
SCLCL - Din - North Star PM Operations	DR-NORTH	Adam R. Armstrong - 5:00 PM - In	Check-in	Friday	02/02/2018	05:00:00.000 PM	External

Using the report

1. You may email each employee from the hyperlink in Worker Email column
2. You may email the manager of employees from the hyperlink in the Manager Email column
3. You can click on the number for an employee. This will open a separate window with the punch(es) and will give you more information about the punches.

Criteria View by: and then by: Refresh

1 item

Time Clock Event	Employee ID	Worker	Worker Email	Clock Event Type	Day of the Week	Date	Time	Position ID	Organization for Position	Manager	Manager Email	Source
Colby Kathleen McCartney - 10:04 AM - In	3825170	Colby Kathleen McCartney	ckm72@cornell.edu	Check-in	Wednesday	11/22/2017	10:04:00.000 AM	00305559	CCB- Student Employment & Payroll JM (Judi M. Novitzki)	Judi M. Novitzki	jms58@cornell.edu	External

4. In this window you will see the Date and time of the events, Along with the hyperlinks to the emails for employee and manager.
 - You may print from this window
 - You may export this window to Excel
 - You may filter this window
5. To close the window for the single person click on the X 

More questions? Please contact the helpdesk at hrpayrollsupport@cornell.edu