Hey, Lindsey,

Would you please add this to the Knowledge Base? About ¾ of the way through, it explains how contractors can determine how many hours are remaining in a WEX.

Thanks,
Jennifer

From: Megan Bailey <mbailey@foundationccc.org>
Sent: Friday, January 14, 2022 4:33 PM
To: Jennifer Fox <jfox@worksystems.org>
Cc: WEX Admin <WEXAdmin@worksystems.org>
Subject: remaining hours [ref:_00D0a2WR8r._5005Y27BEUO:ref]

Good Afternoon Jennifer,

If the coaches have PM security access on the Workday Contingent Worker account they could go to the Workday Search bar and type: CarCat

All CarCat custom reports will pop up; the two if the reports are open to their security level would be the "Within Date & the As of Date"

🔍	carcat

📋	**CarCat - Hours Reported** Report
📋	Car**Cat Active Employees Within Date Range** Report
📋	Car**Cat Active Employees as of Date** Report

Key to running these would be when keying in the Period Start that would be the beginning of the 1st pay period that the Employee Started (for your programs I would put the date that the contract started with the Foundation) and the Period End Date will always be a Saturday of the very last Pay Period (if I ran one today, I would put 1/15/22 as the Period End Date as this was when this most current Pay Period

Period Start Date	*	MM / DD / YYYY 🗓
Period End Date	*	MM / DD / YYYY 🗓

will end.

Now if the Staff Coaches do not have PM access there are a few things that they can do, once time for a PP has been Entered in Workday and Approved they can run a **Review Time Report** that shows the break down of the timesheets for each Employee within their Workday Sub Org Structure or who they have been given access to based on their Role.

This report can be downloaded as an Excel File or PDF, etc.

Review Time   ⊞   📄

Jan 2 – 15, 2022

(Previous Period)   (Next Period)

〉 **Search Criteria**

NOTE: You can't approve unsubmitted hours.

354 **All Workers**	**11** Workers with Submitted Time	**71** Workers with No Time Entered	**13** Workers with Unsubmitted Time	— Workers with Alerts

Time Period Summary 354 items   ⊞ ▦ ≡ ᐧ‖ᐧ ⌐⌐

	Worker Name	Totals			Breakdown							
		Unsubmitted Time	Submitted Time	Approved Time	Regular	Overtime	Meal Premium	Holiday	Vacation	Sick	Other Time Offs	Total
☐	Aaron Johnson	0	0	60	60	0	0	0	0	0	0	60
☐	Aaron Sours	0	0	40	40	0	0	0	0	0	0	40
☐	Adam Arellano	0	0	20	20	0	0	0	0	0	0	20

I feel like the **Review Time Report** would be easiest run by your Coaches.

Let me know if this answers your question, and if I can be of further assistance,

Best,
Megan

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