

Time and Attendance Reports Guide for Shift Leaders and Schedule Creators

Daily Time Management Reports are now in Tableau!

The Time Management Reports from Infor WFM are available in Tableau with more options for trending and analyzing this important data!

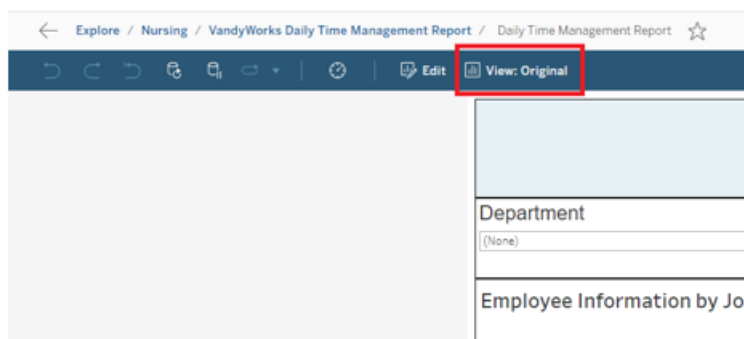
- Call Out Report*
- Clocked In Early Report
- Clocked In Late Report
- Clocked Out Early Report
- Clocked Out Late Report
- In Early/Out Very Late Rollup
- Scheduled Employees Missing Clock Punches
- Unscheduled Employees With Clock Punches
- Kronos-VandyWorks Reconciliation Report – under construction
- Daily Time Management Report

*FMLA book offs on the Call Out Report are visible only by the employees' leaders as per the Workday hierarchy and hidden from all others to protect employee privacy

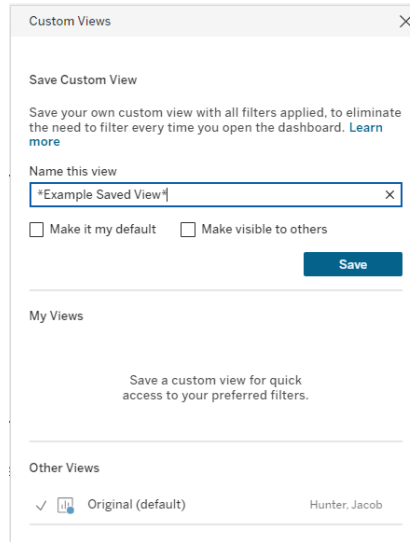
To access the reports, scroll to the right on your Schedule Admin blue toolbar in Infor WFM (wfm.app.vumc.org) to find the links for Time Mgmt Reports and Daily Time Mgmt. Permissions to view these reports in Tableau are based on leadership job codes in Workday.

See steps below about how to subscribe to these reports in Tableau are attached. If you have questions about access to the dashboard, please let us know by emailing us at wfm@vumc.org

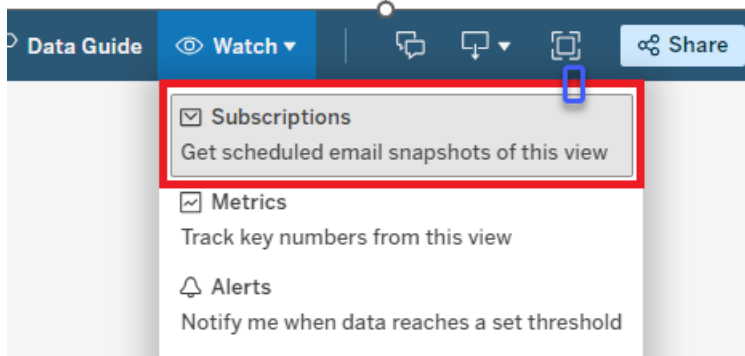
1. Select dashboard of interest and select filters desired for subscribed view
2. Click "View" in the middle-left corner:



3. Name the view and click Save:



4. After view has been saved, select “Watch” -> “Subscriptions” in the top right corner:



5. Complete the Subscribe tab with desired preferences and click Save:

