

Pulling Intern Hours Worked Report in Workday

Overview

The following step by step guide will show UW supervisors how to pull a report of their Campus Internship Development Fund (CIDF) intern(s) hours worked for a specific time period. While these steps may look a little intimidating at first, this report should only **take a couple of minutes** to compile and helps accurately reflect the hours your intern(s) submitted in WorkDay.

The Career and Internship Center asks supervisors to submit their interns hours each quarter in order to process CIDF funding. If you have any questions, please contact Dan Herb at dherb@uw.edu.

Definitions

CIDF Intern – The CIDF intern is the current undergraduate or graduate student(s) that has been hired for a CIDF internship and is being paid through WorkDay by a UW campus unit.

Supervisor – The supervisor of the CIDF intern is the UW staff member designated to approve the CIDF Intern’s hours in WorkDay.

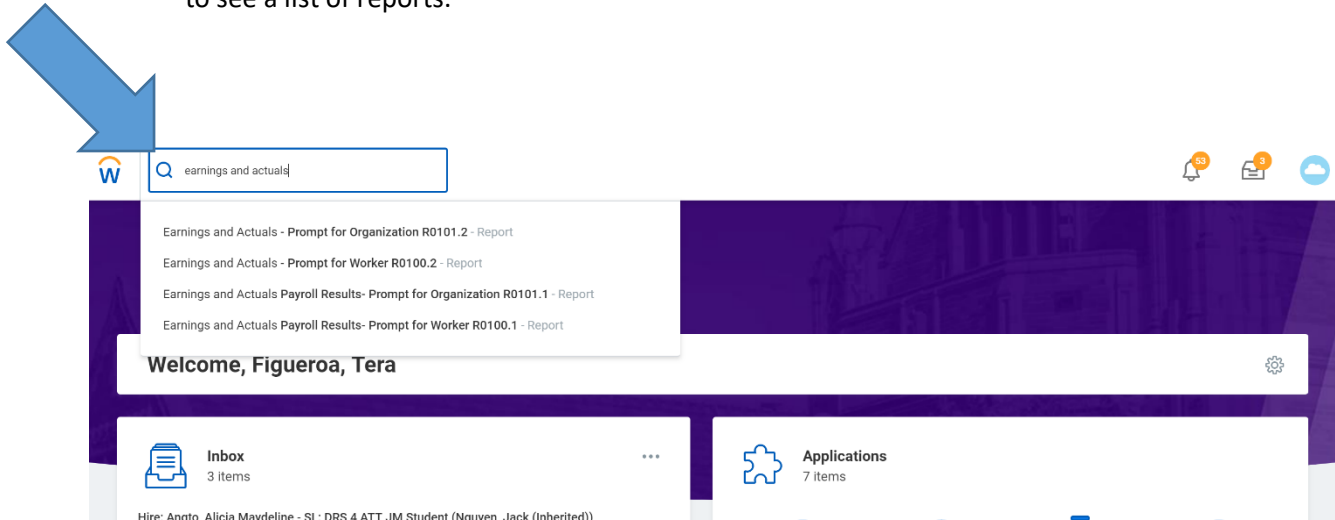
Step-By-Step Process Summary

Here are the steps needed to download your intern’s hours from WorkDay. For a more detailed step-by-step process with screenshots, please see the following pages.

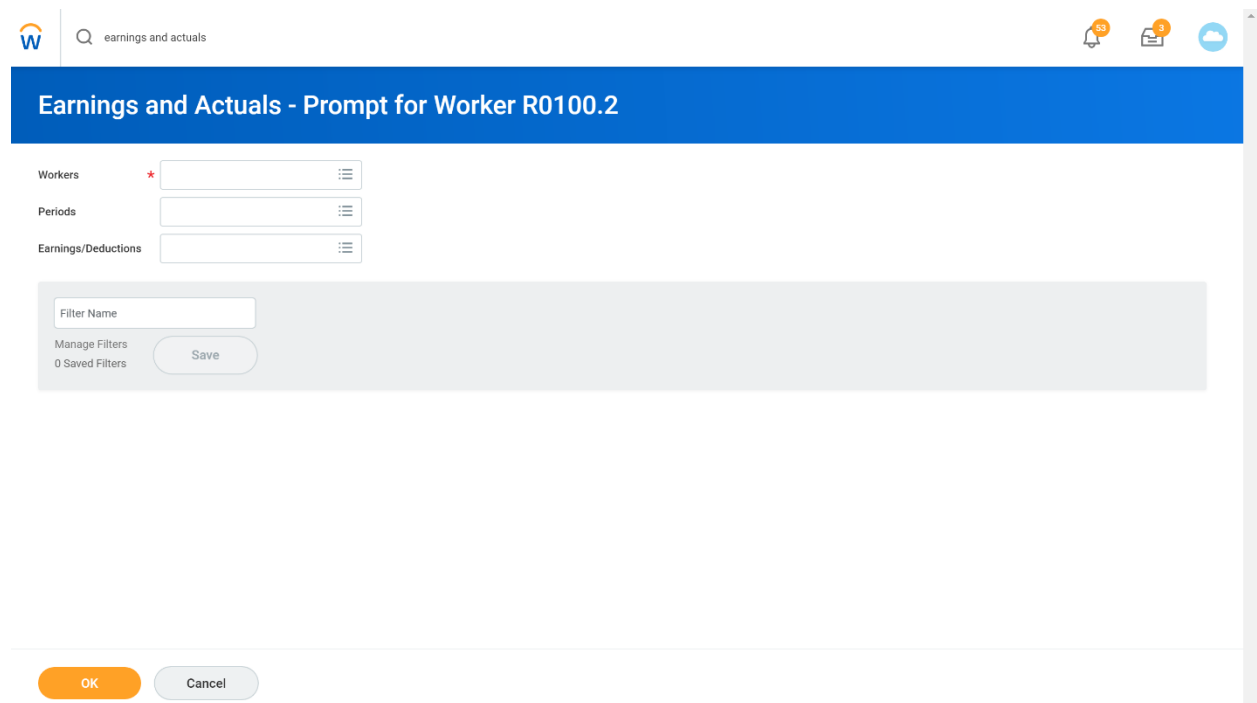
1. Log in to [WorkDay](#).
2. Use the search bar on the top left and type in “Earnings and Actual” to see a list of reports.
3. Open the following report: Earnings and Actuals – Prompt for Worker R0100.2
4. Type the name of the CIDF Intern into the Workers box and select their name from the dropdown menu.
5. In the Periods box select “By Period Schedule” and then “UW Semi-Monthly Payroll.”
6. Select all pay periods that encompass the last quarter (e.g. for fall 2021 select all pay periods from September 16, 2021 through December 15, 2021.)
7. Click Ok.
8. Download the report into an excel document.
9. Sum the total hours in the column titled “Hours (unprorated) Related Calculation” (column K or L). This sum is the total hours worked by your CIDF intern in the reporting period specified.
10. With this number in hand, complete the [Intern Hours Reporting Form](#) to submit your hours.

Detailed Step-By-Step Process

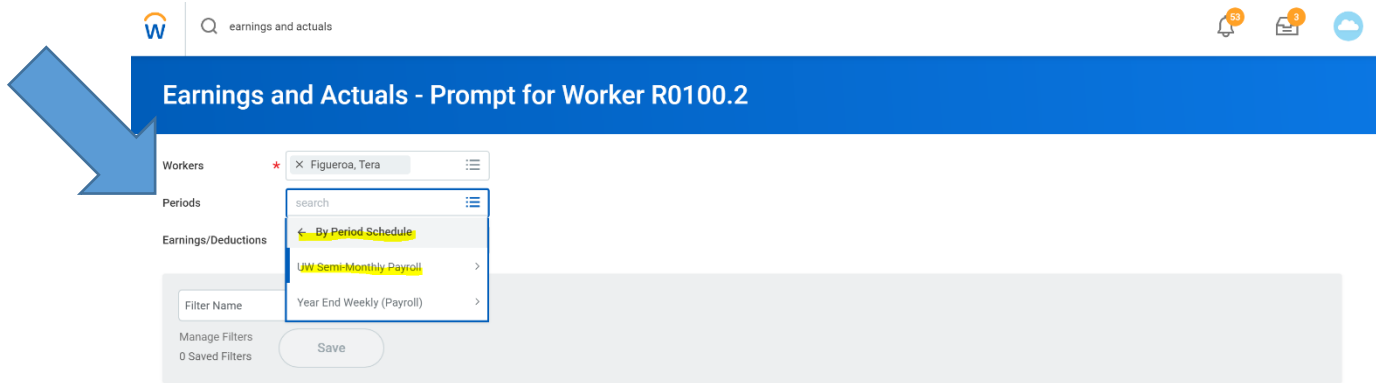
1. The supervisor of the CIDF intern should log in to [WorkDay](#) using their netID and password.
2. Once logged in to WorkDay, use the search bar on the top left and type in “Earnings and Actual” to see a list of reports.



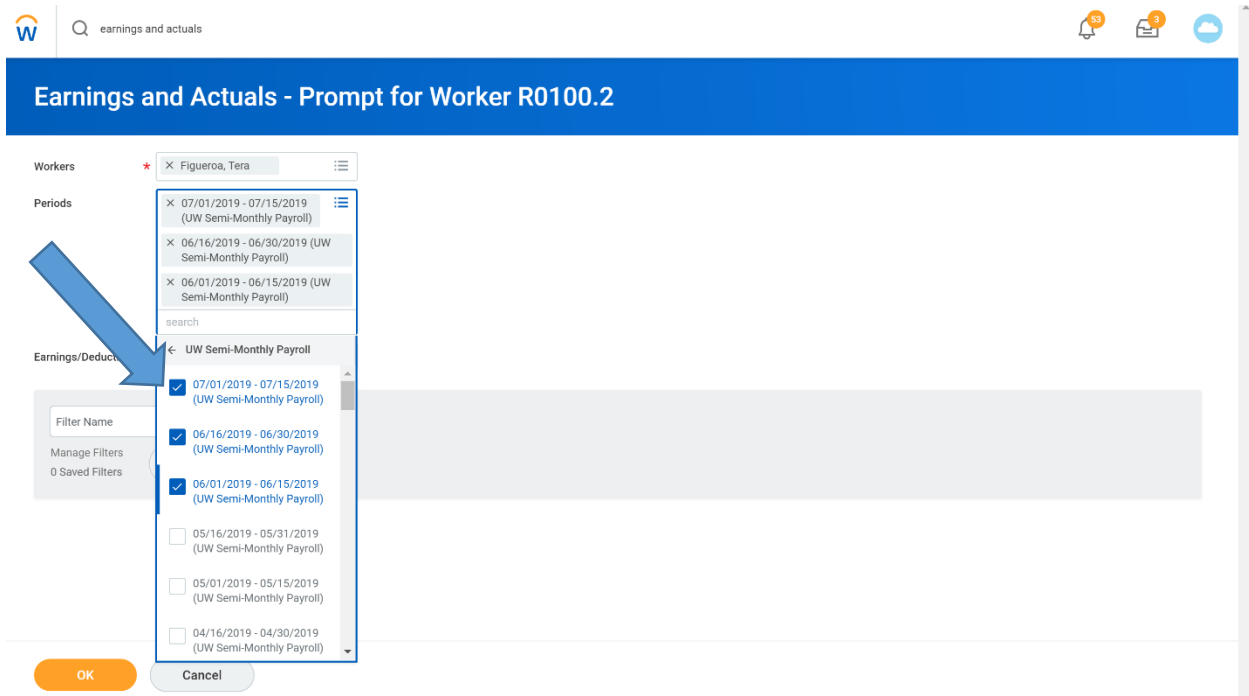
3. Open the following report: Earnings and Actuals – Prompt for Worker R0100.2



4. Type the name of the CIDF Intern into the Workers box and select their name from the dropdown menu
5. In the Periods box select “By Period Schedule” and then “UW Semi-Monthly Payroll.”



6. From here, select all pay periods that encompass the last quarter (e.g. for winter 2019 select all pay periods from Jan 1 – Jan 15, 2019 through Mar 1 – Mar 15, 2019.)



- Click Ok at the bottom of the page and WorkDay will pull your report.
- Download the report into an excel document so you can access the data.

← Earnings and Actuals - Prompt for Worker R0100.2 Actions

Workers **Figueros, Tera** Periods 07/01/2019 - 07/15/2019 (UW Semi-Monthly Payroll)
 06/16/2019 - 06/30/2019 (UW Semi-Monthly Payroll)
 06/01/2019 - 06/15/2019 (UW Semi-Monthly Payroll)

16 items

| Period | Worker | Employee ID | Last Functionally Updated | Status | Earned Period End Date Result Line | Earning | Calculation Worktag |
|--------|--------|-------------|---------------------------|--------|------------------------------------|---------|---------------------|
|--------|--------|-------------|---------------------------|--------|------------------------------------|---------|---------------------|

- Sum the total hours in Column K titled "Hours (unprorated) Related Calculation" This sum is the total hours worked by your CIDF intern in the reporting period specified.

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|------------|-------------|---------------------------|----------|------------------------------------|------------------------|-------------------------------------|--------------------------|--|
| | Period | Sub Period (if different from Pay Period) | Worker | Employee ID | Last Functionally Updated | Status | Earned Period End Date Result Line | Earning | Calculation Worktag | Rate Related Calculation | Hours (unprorated) Related Calculation |
| 2 | 06/16/2019 - 06/30/2019 (UW Semi-Monthly Payroll) | 06/17/2019 - 06/23/2019 | Employee 1 | 1111111 | 07/02/2019 01:43:58 AM | Complete | 06/30/2019 | SHR-Student Hourly Pay | PN-0141617 Student Assistant (NE H) | 16.00 | 11 |
| 3 | 06/16/2019 - 06/30/2019 (UW Semi-Monthly Payroll) | 06/24/2019 - 06/30/2019 | Employee 1 | 1111111 | 07/02/2019 01:43:58 AM | Complete | 06/30/2019 | SHR-Student Hourly Pay | PN-0141617 Student Assistant (NE H) | 16.00 | 11 |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | SUM TOTAL HERE |

- With this number in hand, complete the [Intern Hours Reporting Form](#) to submit your hours.