# Earnings and Actuals Tips

Use this guide to review Earnings and Actuals in [Workday](https://isc.uw.edu/).

Earnings and Actuals Options:



Earnings and Actuals by **Employee:**



Earnings and Actuals by your **Organization (Sup Org)** R0431:



You can have more than one Sup Org – for this example we’re selecting **JM Student**:



For this example we’re selecting “Last Periods Completed”:





**Hit “OK”**



You’ll be able to see the Workers, Hours, Cost Center, PN, and Amount on this report. Actual report results Not displayed here.

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You can also **export it into Excel** from the upper right hand corner of the Workday report to save it or filter and play as needed:



As well as:

