

# Employee Guide for Running Reports

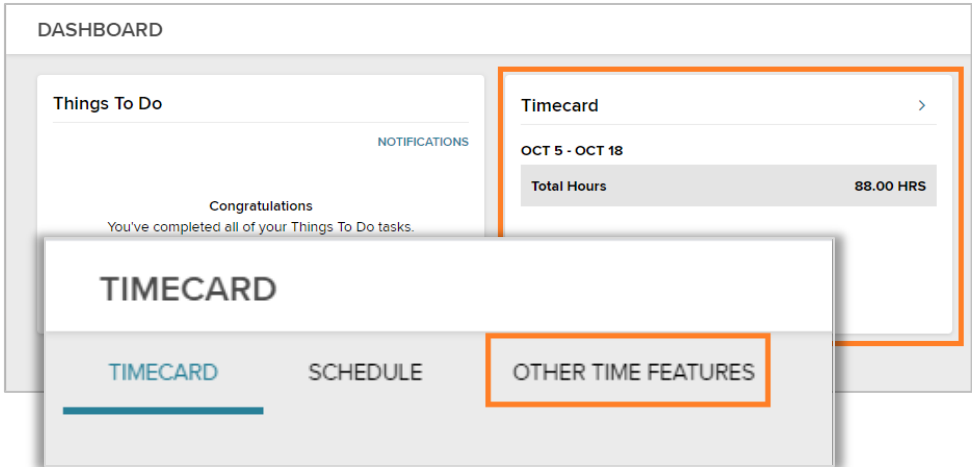
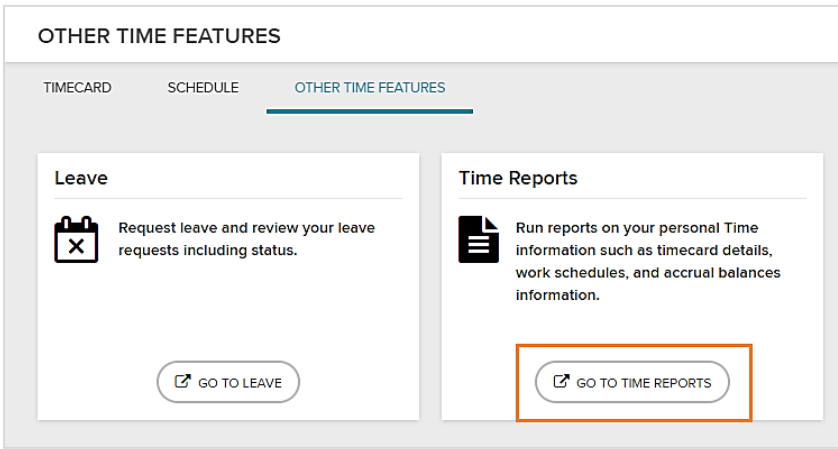


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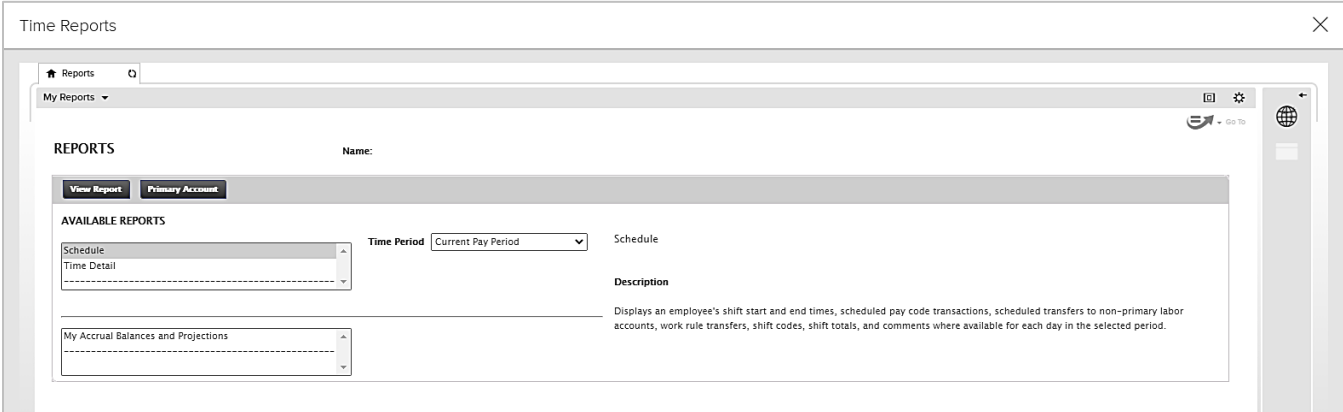
## Introduction

This guide instructs employees on the process for running reports on **Accruals**, **Schedules** and **Time Detail**.

<p>From the Dashboard, click <b>Timecard</b>, then <b>Other Time Features</b>:</p>	 <p>The screenshot shows a 'DASHBOARD' with a 'Things To Do' section and a 'Timecard' widget for 'OCT 5 - OCT 18' showing 'Total Hours' of '88.00 HRS'. Below the dashboard is a 'TIMECARD' navigation bar with three options: 'TIMECARD', 'SCHEDULE', and 'OTHER TIME FEATURES'. The 'OTHER TIME FEATURES' option is highlighted with an orange box.</p>
<p>Click <b>Go To Time Reports</b>:</p>	 <p>The screenshot shows the 'OTHER TIME FEATURES' page with three tabs: 'TIMECARD', 'SCHEDULE', and 'OTHER TIME FEATURES'. The 'OTHER TIME FEATURES' tab is active. There are two main sections: 'Leave' and 'Time Reports'. The 'Time Reports' section has a 'GO TO TIME REPORTS' button highlighted with an orange box.</p>

## Report Types

You will be taken to the *Time Reports* window:



The screenshot shows the 'Time Reports' window. It has a search bar for 'Reports' and a 'My Reports' dropdown. The main content area is titled 'REPORTS' and includes a 'Name:' field. There are two tabs: 'View Report' and 'Primary Account'. Under 'AVAILABLE REPORTS', there are two dropdown menus: one for 'Schedule' (with options 'Schedule' and 'Time Detail') and one for 'My Accrual Balances and Projections'. To the right, there is a 'Time Period' dropdown set to 'Current Pay Period' and a 'Description' field. The description for the selected report reads: 'Displays an employee's shift start and end times, scheduled pay code transactions, scheduled transfers to non-primary labor accounts, work rule transfers, shift codes, shift totals, and comments where available for each day in the selected period.'

**See the table below for a description of each report:**

<b>Schedule</b>	Displays an employee's shift start and end times, scheduled pay code transactions, scheduled transfers to non-primary labor accounts, work rule transfers, shift codes, shift totals, and comments where available for each day in the selected period.
<b>Time Detail</b>	Displays detailed data about an employee's punches, duration and pay code edits. Summary data displays for the employee totaling time and money by labor level and pay code (excluding combined) and then just by pay code (separately listing combined).
<b>My Accrual Balances and Projections</b>	Displays an employee's current balances, projected future takings/debits, projected future earnings/credits, and projected balances. Projections of future credits are calculated to the furthest planned taking date.

**Running a Report**

Click the **title** of the report you would like to run:

**View Report**
**Primary Account**

**AVAILABLE REPORTS**

Schedule

Time Detail

Set the time period. You can select from a list of dates, or enter a specific date range. Then click **View Report**:

**View Report**
**Primary Account**

**AVAILABLE REPORTS**

Schedule

Time Detail

My Accrual Balances and Projections

**Time Period** Current Pay Period

Previous Pay Period

Current Pay Period

**Next Pay Period**

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Previous Schedule Period

Current Schedule Period

Next Schedule Period

After Next Schedule Period

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Today

Yesterday

Week to Date

Last Week

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Specific Date

Range of Dates

**Repeat these steps to run additional reports.**