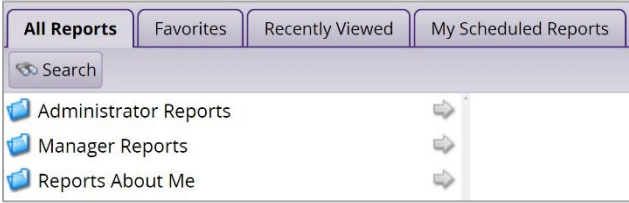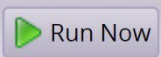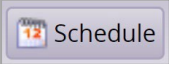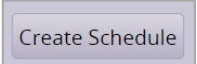To access Workforce Software, log in with your NetID and NetID Password at **this site**:
https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do

Process for Running Reports

1.	Open Reports: On the homepage, click **View Reports** under Reporting. **Reporting** View Reports
2.	Select a Report: The category of reports available to you will depend on your permissions. **All Reports** | Favorites | Recently Viewed | My Scheduled Reports Search Administrator Reports Manager Reports Reports About Me *Tip: Enter any portion of a report name in the Search field to search for reports.* After choosing a report category, a sub-category of reports will open. After selecting a report, choose the Report Parameters. Depending on the report, the selection criteria may differ, and not all criteria will be mandatory. Pay Period End Dates, as well as Start and End Dates, will default to the current date. *See pages 2-18 for information on each report.*
3.	Generate a Report: After selecting parameters, click **Run Now** to generate a report. Run Now Reports can be delivered in the following file types: • PDF: Opens the report as a PDF file. Use this option to print reports. • Excel: Opens the report in Excel which can be formatted and manipulated. • CSV: Opens the report as a CSV file which can be formatted and manipulated. • HTML: Opens the report in a new browser window or tab.
4.	Schedule a Report: To schedule a report for delivery, select **Schedule**. Schedule Enter an email address, subject, and message, select a report type (PDF or Excel), and choose a report frequency (once, daily, weekly, monthly, yearly). Click **Create Schedule**. Create Schedule

Reports for Employees:

Employee Schedule Audit

PATH: REPORTS ABOUT ME > SCHEDULE REPORTS > EMPLOYEE SCHEDULE AUDIT

This report shows all of your schedule entries and changes, and who made the entries/changes.

Required fields: Pay Period End Date

Employee Absence History

PATH: REPORTS ABOUT ME > TIME OFF REPORTS > EMPLOYEE ABSENCE HISTORY

This report displays a list of absence Pay Codes used during a defined time period.

Required fields: Date Range, Absence Pay Code

Employee Accrual History

PATH: REPORTS ABOUT ME > TIME OFF REPORTS > EMPLOYEE ACCRUAL HISTORY

This report includes accrual activity during the specific time period and a running balance.

Required fields: Amount of History

Employee Timesheet

PATH: REPORTS ABOUT ME > TIMESHEET REPORTS > EMPLOYEE TIMESHEET

This report is a summarized timesheet for the pay period specified.

Required fields: Pay Period End Date

Employee Timesheet Approval History

PATH: REPORTS ABOUT ME > TIMESHEET REPORTS > EMPLOYEE TIMESHEET APPROVAL HISTORY

This report displays information about the approval history of an employee's timesheet.

Required fields: Date Range

Employee Timesheet Audit

PATH: REPORTS ABOUT ME > TIMESHEET REPORTS > EMPLOYEE TIMESHEET AUDIT

This report displays all actions made on your timesheet.

Required fields: Pay Period End Date

Reports for Supervisors:

Assignment Group Detail

PATH: ADMINISTRATOR REPORTS > EMPLOYEE INFORMATION REPORTS > ASSIGNMENT GROUP DETAIL

This report shows the employees within each assignment group selected as of the current date.

Required field: Assignment Group List

Email and Messaging

PATH: ADMINISTRATOR REPORTS > SYSTEM REPORTS > EMAIL AND MESSAGING

This report shows emails sent from Workforce Software to employees.

Required fields: Date Range, Assignment Group List, Message Type, Send Status, Show Message Body

Optional fields: Message Subject, Message Body, Employee ID, Employee Last Name

Accrual Hours

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL HOURS

This report shows total bank activity for the specified date range.

Required fields: Date Range, Assignment Group List, Accrual Bank

Optional fields: Employee ID, Employee Last Name

Accrual Hours Detail

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL HOURS DETAIL

This report shows the initial balance, accrual, usage and other details about the employee's selected leave banks for a specific date range.

Required fields: Date Range, Assignment Group List, Accrual Bank

Optional fields: Employee ID, Employee Last Name

Accrual Detail by Department ID

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL DETAIL BY DEPARTMENT ID

This report shows the initial balance, accrual, usage and other details about leave banks for a specific department or range of departments.

Required fields: Date Range, Assignment Group List, Accrual Bank

Optional fields: Department ID range, Employee ID, Employee Last Name

Accrual Projection

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL PROJECTION

This report shows total bank activity for the specified date range, including future dates for up to 12 months. The report can be used to project fiscal year end carry-over caps for exempt employees.

Required fields: Date Range, Assignment Group List, Accrual Bank

Optional fields: Employee ID, Employee Last Name

Accrual Liability by Assignment Group

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL LIABILITY BY ASSIGNMENT GROUP

This report shows total hours in a particular accrual bank for a selected assignment group, and the dollar amount associated with these hours.

Required fields: As of Date, Assignment Group List, Time Off Bank

Accrual Liability by Employee

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL LIABILITY BY EMPLOYEE

This report shows the total hours in a particular accrual bank for selected employees, and the dollar amount associated with these hours.

Required fields: As of Date, Assignment Group List, Time Off Bank Employee ID, Employee Last Name

Imported Bank Balances

PATH: MANAGER REPORTS > ACCRUAL REPORTS > IMPORTED BANK BALANCES

This report displays all bank balances that have been imported from Kronos.

Required fields: Date Range, Assignment Group List, Accrual Bank

Optional fields: Employee ID, Employee Last Name

PTO Liability and Usage by Employee

PATH: MANAGER REPORTS > ACCRUAL REPORTS > PTO LIABILITY AND USAGE BY EMPLOYEE

This report displays the hours in an employee's PTO bank.

Required fields: Date Range, Assignment Group List, Policy Profile, PTO Bank, Employee ID, Employee Last Name

Sick Leave Balance History

PATH: MANAGER REPORTS > ACCRUAL REPORTS > SICK LEAVE BALANCE HISTORY

This report displays all transactions that affect an employee's sick bank.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Accrual Liability by Assignment Group

PATH: MANAGER REPORTS > ACCRUAL REPORTS > ACCRUAL LIABILITY BY ASSIGNMENT GROUP

This report shows total hours in a particular accrual bank for a selected assignment group, and the dollar amount associated with these hours.

Required fields: As of Date, Assignment Group List, Time Off Bank

Arrived Early

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > ARRIVED EARLY

This report shows all employees who arrived to work early during a specified time frame.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Arrived Late

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > ARRIVED LATE

This report shows all employees who arrived to work late during a specified time frame.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Employees on Premise

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > ARRIVED EARLY

This report shows which employees have logged work time and are currently on the premises.

Required fields: Assignment Group List

Optional fields: Employee ID, Employee Last Name

Expected vs. Actual Employees on Premise

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > EXPECTED VS. ACTUAL EMPLOYEES ON PREMISE

This report shows the variance between expected and actual employees per day for a selected time period.

Required fields: Date Range, Assignment Group List

Expected vs. Actual Employees on Premise Calendar

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > EXPECTED VS. ACTUAL EMPLOYEES ON PREMISE CALENDAR

This report shows the variance between expected and actual employees in a calendar format.

Required fields: Date Range, Assignment Group List

Left Early

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > LEFT EARLY

This report displays specific employees who left early during a specified period of time.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Left Late

PATH: MANAGER REPORTS > ATTENDANCE REPORTS > LEFT LATE

This report displays specific employees who left late during a specified period of time.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Data Collection Device - Errors

PATH: MANAGER REPORTS > DATA COLLECTION DEVICE REPORTS > DATA COLLECTION DEVICE – ERRORS

This report shows errors generated when the employee clocked, using either a physical time clock or the website. It lists the details of the clock and the error.

Required fields: Date Range, Assignment Group List, Clock ID, Swipe Process Result

Optional fields: Swipe ID, Badge ID, Employee ID, Employee Last Name

Data Collection Device – Modified Transactions

PATH: MANAGER REPORTS > DATA COLLECTION DEVICE REPORTS > DATA COLLECTION DEVICE – MODIFIED TRANSACTIONS

This report shows modifications made to clock entries on the timesheet, using either a physical time clock or the website. It lists the original clocked time and the time on the timesheet but does not list who adjusted the entry.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Data Collection Device – Orphan Transactions

PATH: MANAGER REPORTS > DATA COLLECTION DEVICE REPORTS > DATA COLLECTION DEVICE – ORPHAN TRANSACTIONS

This report shows time that was clocked using either a physical time clock or the website, but has since been deleted from the timesheet. Only a superuser can delete clocked time and should do so only if the clock was entered in error on an assignment that is on leave. Use this report to ensure the time entered on the correct timesheet matches the original clocked time.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Data Collection Device –Transactions

PATH: MANAGER REPORTS > DATA COLLECTION DEVICE REPORTS > DATA COLLECTION DEVICE –TRANSACTIONS

This report shows all clocking transactions, from either a physical time clock or the website.

Required fields: Date Range, Assignment Group List, Transaction Type

Optional fields: Employee ID, Employee Last Name

Assignment Change History

PATH: MANAGER REPORTS > EMPLOYEE INFORMATION REPORTS > ASSIGNMENT CHANGE HISTORY

This report shows the history of assignments for an employee.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Employee Anniversary

PATH: MANAGER REPORTS > EMPLOYEE INFORMATION REPORTS > EMPLOYEE ANNIVERSARY

This report displays details about the hire date and years of service calculation for each employee.

Required fields: Month of Event, Assignment Group List

Employee Anniversary Calendar

PATH: MANAGER REPORTS > EMPLOYEE INFORMATION REPORTS > EMPLOYEE ANNIVERSARY CALENDAR

This report displays details about the hire date and calculated years of service calculation for each employee, shown in a monthly calendar format.

Required fields: Month of Event, Assignment Group List

Employee Contact Information

PATH: MANAGER REPORTS > EMPLOYEE INFORMATION REPORTS > EMPLOYEE CONTACT INFORMATION

This report provides detailed employee contact information.

Required field: Assignment Group List

New Hire Report

PATH: MANAGER REPORTS > EMPLOYEE INFORMATION REPORTS > NEW HIRE REPORT

This report displays all new hires and assignments for a specific period of time.

Required fields: Date Range, Assignment Group List

Terminated Employees Detail

PATH: MANAGER REPORTS > EMPLOYEE INFORMATION REPORTS > TERMINATED EMPLOYEES DETAIL

This report displays information related to terminated employees.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Exception History

PATH: MANAGER REPORTS > EXCEPTION REPORTS > EXCEPTION HISTORY

This report shows the number of exception codes by employee and assignment group for a selected timeframe.

Required fields: Date Range, Assignment Group List, Choose Exception Code, Lowest Severity Code to Report

Optional fields: Employee ID, Employee Last Name

Timesheet Exceptions

PATH: MANAGER REPORTS > EXCEPTION REPORTS > TIMESHEET EXCEPTIONS

This report displays all selected exceptions that occur in a specified pay period.

Required fields: Pay Period End Date, Assignment Group List, Choose Exception Code, Lowest Severity Code to Report

Optional fields: Employee ID, Employee Last Name

Timesheet Exceptions Within Date Range

PATH: MANAGER REPORTS > EXCEPTION REPORTS > TIMESHEET EXCEPTIONS WITHIN DATE RANGE

This report displays all selected exceptions that occur in a specified date range.

Required fields: Date Range, Assignment Group List, Choose Exception Code, Lowest Severity Code to Report

Optional fields: Employee ID, Employee Last Name

Labor Cost by Assignment Group

PATH: MANAGER REPORTS > FINANCIAL REPORTS > LABOR COST BY ASSIGNMENT GROUP

This report shows actual hours and dollars by Pay Code per assignment group.

Required fields: Date Range, Assignment Group List, Pay Code

Specific Pay Code Statistics

PATH: MANAGER REPORTS > FINANCIAL REPORTS > SPECIFIC PAY CODE STATISTICS

This report displays all hours and the associated pay for each Pay Code.

Required fields: Date Range, Assignment Group List, Pay Code

Optional fields: Employee ID, Employee Last Name

Total Hours and Pay by Month

PATH: MANAGER REPORTS > FINANCIAL REPORTS > TOTAL HOURS AND PAY BY MONTH

This report displays all hours and associated pay for a specified amount of time.

Required fields: Total Hours and Pay Group, Date Range, Assignment Group List, Pay Code

Approaching Overtime

PATH: MANAGER REPORTS > OVERTIME REPORTS > APPROACHING OVERTIME

This report shows the employees who are approaching or have exceeded overtime hours before the end of the pay period.

Required fields: As Of Date, Assignment Group List, Threshold Number of Regular Hours Less Than or Greater Than Normal Period Hours

Optional fields: Employee ID, Employee Last Name

OT Summary by Supervisor

PATH: MANAGER REPORTS > OVERTIME REPORTS > OT SUMMARY BY SUPERVISOR

This report displays all overtime hours worked by employees within a specified date range.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Overtime Equalization

PATH: MANAGER REPORTS > OVERTIME REPORTS > OVERTIME EQUALIZATION

This report displays the overtime offered to employees in a specified pay period.

Required fields: As of Date, Assignment Group List, Name of Bank with Total Overtime

Optional fields: Employee ID, Employee Last Name

Schedule Audit

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE AUDIT REPORTS > SCHEDULE AUDIT

This report displays all changes made to an employee's schedule.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID

Schedule Audit – Date Range

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE AUDIT REPORTS > SCHEDULE AUDIT – DATE RANGE

This report displays all changes made to an employee's schedule within a specified date range.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID

Schedule Audit – Who Changed

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE AUDIT REPORTS > SCHEDULE AUDIT – WHO CHANGED

This report displays all changes made by a user to an employee's schedule within a specified date range.

Required fields: Date Range, Assignment Group List

Optional fields: Login ID, Employee ID, Employee Last Name

Schedule Variance

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE VS. ACTUAL REPORTS > SCHEDULE VARIANCE

This report details any variances between an employee's in and out punches and the employee's schedule.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Schedule vs. Actual

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE VS. ACTUAL REPORTS > SCHEDULE VS. ACTUAL

This report compares the scheduled hours and pay in a pay period against the actual worked hours and pay for the specified employee.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Schedule vs. Actual – Date Range

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE VS. ACTUAL REPORTS > SCHEDULE VS. ACTUAL – DATE RANGE

This report compares the scheduled hours in a specified period of time against the actual worked hours for the employee.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Schedule vs. Actual Graph

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE VS. ACTUAL REPORTS > SCHEDULE VS. ACTUAL GRAPH

This report, displayed in a table format, compares the scheduled hours and pay in a pay period to the actual worked hours and pay for the employee.

Required fields: Date Range, Assignment Group List

Schedule vs. Actual by Day

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE VS. ACTUAL REPORTS > SCHEDULE VS. ACTUAL BY DAY

This report, displayed in a table format, compares the scheduled hours and pay in a pay period against the actual worked hours and pay for the employee.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

14 Day Schedule

PATH: MANAGER REPORTS > SCHEDULE REPORTS > 14 DAY SCHEDULE

This report, displayed in a table format, shows employee schedules for any 14-day period.

Required fields: Start Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Employees Scheduled Less Than Expected Hours

PATH: MANAGER REPORTS > SCHEDULE REPORTS > EMPLOYEES SCHEDULED LESS THAN EXPECTED HOURS

This report displays all employees who have fewer scheduled hours than expected during a specific time frame.

Required fields: Date Range, Assignment Group List, Less Than Number of Hours

Optional fields: Employee ID, Employee Last Name

Projected Schedule Cost

PATH: MANAGER REPORTS > SCHEDULE REPORTS > PROJECTED SCHEDULE COST

This report shows total hours, employees, and cost related to a specified time frame (projected cost of a schedule).

Required fields: Date Range, Assignment Group List

Projected Schedule Cost Calendar

PATH: MANAGER REPORTS > SCHEDULE REPORTS > PROJECTED SCHEDULE COST CALENDAR

This calendar shows total hours, employees, and cost related to a specified time frame (projected cost of a schedule).

Required fields: Date Range, Assignment Group List

Schedule

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE

This report displays employee schedule information for one pay period.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Schedule – Date Range

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE – DATE RANGE

This report displays employee schedule information for a specified date range.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Schedule Cycle Pattern

PATH: MANAGER REPORTS > SCHEDULE REPORTS > SCHEDULE CYCLE PATTERN

This report displays the on and off days of the specified schedule cycle(s) for the time period and employee/assignment group combination selected. The pattern appears for each schedule cycle based on the selected start date, not necessarily the first day in a schedule cycle, within the first week defined by the schedule cycle.

Required fields: Date Range, Assignment Group List, Schedule Cycle, Employee ID

Unscheduled Employees

PATH: MANAGER REPORTS > SCHEDULE REPORTS > UNSCHEDULED EMPLOYEES

This report displays employee who are not assigned to a schedule.

Required fields: Date Range, Assignment Group List

Unscheduled Time Worked

PATH: MANAGER REPORTS > SCHEDULE REPORTS > UNSCHEDULED TIME WORKED

This report lists employees who worked at unscheduled times

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Absence History

PATH: MANAGER REPORTS > TIME OFF REPORTS > ABSENCE HISTORY

This report displays an alphabetical list of employees who have used an absence Pay Code during a defined time period.

Required fields: Date Range, Assignment Group List, Absence Pay Code

Optional fields: Employee ID, Employee Last Name

Absence Summary

PATH: MANAGER REPORTS > TIME OFF REPORTS > ABSENCE SUMMARY

This report shows total amount by Pay Code during a specified time frame.

Required fields: Date Range, Assignment Group List, Absence Pay Code

FMLA Analysis

PATH: MANAGER REPORTS > TIME OFF REPORTS > FMLA ANALYSIS

This report displays all hours, requested or actual, related to FMLA.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Recorded Time Off

PATH: MANAGER REPORTS > TIME OFF REPORTS > RECORDED TIME OFF

This report displays all hours related to time off.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Recorded Time Off Calendar

PATH: MANAGER REPORTS > TIME OFF REPORTS > RECORDED TIME OFF CALENDAR

This calendar, intended for viewing in HTML format, displays the number of time off slices each day on a calendar. Click the links on the calendar to open specific information about the time off.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Amended Timesheets – Amenders

PATH: MANAGER REPORTS > TIME SHEET REPORTS > AMENDED TIME SHEET REPORTS > AMENDED TIMESHEETS - AMENDERS

This report displays which users created an amended timesheet and when that amendment was made within a specified pay period.

Required fields: Pay Period End Date, Assignment Group List, Time Sheet Amended Type

Optional fields: Employee ID, Employee Last Name

Amended Time Sheets – Currently Open

PATH: MANAGER REPORTS > TIME SHEET REPORTS > AMENDED TIME SHEET REPORTS > AMENDED TIMESHEETS – CURRENTLY OPEN

This report shows all amended timesheets that are currently open.

Required field: Assignment Group List

Optional fields: Employee ID, Employee Last Name

Amended Time Sheets – Exceptions

PATH: MANAGER REPORTS > TIME SHEET REPORTS > AMENDED TIME SHEET REPORTS > AMENDED TIMESHEETS – EXCEPTIONS

This report shows all exceptions that occurred as a result of an amended timesheet for a single pay period.

Required field: Assignment Group List

Optional fields: Employee ID, Employee Last Name

Amended Time Sheets – Processed

PATH: MANAGER REPORTS > TIME SHEET REPORTS > AMENDED TIME SHEET REPORTS > AMENDED TIMESHEETS – PROCESSED

This report shows all amended timesheets that were processed for a given pay period.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name, Version (select True to see all versions of the timesheet, False to only view the amended version)

Approval History

PATH: MANAGER REPORTS > TIME SHEET REPORTS > LINE APPROVAL REPORTS > APPROVAL HISTORY

This report shows the approval history for time slices that require line approval.

Required field: As of Date, Assignment Group List, Show System Events

Optional fields: Employee ID, Employee Last Name

Off Cycle Batch Details

PATH: MANAGER REPORTS > TIME SHEET REPORTS > OFF CYCLE REPORTS > OFF CYCLE BATCH DETAILS

This report displays details about off-cycle requests, including information about the employees included in the batch.

Required field: Date Range, Assignment Group List, Batch Status, Batch ID

Optional fields: Employee ID, Employee Last Name

Off Cycle Batch Pay Summary

PATH: MANAGER REPORTS > TIME SHEET REPORTS > OFF CYCLE REPORTS > OFF CYCLE BATCH PAY SUMMARY

This report displays whether off-cycle requests are paid or pending, including information about the employees associated with the off-cycle requests.

Required field: Date Range, Assignment Group List, Batch Status, Batch ID

Optional fields: Employee ID, Employee Last Name

Off Cycle Batch Status

PATH: MANAGER REPORTS > TIME SHEET REPORTS > OFF CYCLE REPORTS > OFF CYCLE BATCH STATUS

This report displays the status of off-cycle batches.

Required field: Date Range, Assignment Group List, Batch Status, Batch ID

Off Cycle Details

PATH: MANAGER REPORTS > TIME SHEET REPORTS > OFF CYCLE REPORTS > OFF CYCLE DETAILS

This report displays whether off-cycle requests are paid or pending, including information about the employees associated with the off-cycle requests.

Required field: Date Range, Assignment Group List, Request Status, Batch ID

Optional fields: Employee ID, Employee Last Name

Off Cycle Pay Summary

PATH: MANAGER REPORTS > TIME SHEET REPORTS > OFF CYCLE REPORTS > OFF CYCLE PAY SUMMARY

This report displays whether off-cycle requests are paid or pending, including information about the employees associated with the off-cycle requests.

Required field: Date Range, Assignment Group List, Request Status, Batch (select 0 for pending)

Off Cycle Request Summary

PATH: MANAGER REPORTS > TIME SHEET REPORTS > OFF CYCLE REPORTS > OFF CYCLE REQUEST SUMMARY

This report displays a list of off-cycle requests within a specified date range.

Required field: Date Range, Assignment Group List, Request Status, Batch ID

Standard vs. Actual Hours – Daily

PATH: MANAGER REPORTS > TIME SHEET REPORTS > STANDARD VS. ACTUAL > STANDARD VS. ACTUAL HOURS – DAILY

This report displays all standard daily hours and actual worked hours per employee per day for a specified period of time and displays any variance between the standard and actual hours.

Required field: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Standard vs. Actual Hours – Pay Period

PATH: MANAGER REPORTS > TIME SHEET REPORTS > STANDARD VS. ACTUAL > STANDARD VS. ACTUAL HOURS – PAY PERIOD

This report displays all scheduled and actual worked hours per employee by pay period for a specified period of time, and displays any variance in time between the standard and actual hours.

Required field: Pay Period Begin and End Dates, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Standard vs. Actual Hours – Weekly

PATH: MANAGER REPORTS > TIME SHEET REPORTS > STANDARD VS. ACTUAL > STANDARD VS. ACTUAL HOURS – WEEKLY

This report displays all standard weekly hours and actual worked hours per employee by week for a specified period of time, and displays any variance between the standard and actual hours.

Required field: Week Start and End Dates, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Time Sheet Audit

PATH: MANAGER REPORTS > TIME SHEET REPORTS > TIME SHEET AUDIT REPORTS > TIME SHEET AUDIT

This report displays all actions taken on an employee's timesheet.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID

Time Sheet Audit for Date Range

PATH: MANAGER REPORTS > TIME SHEET REPORTS > TIME SHEET AUDIT REPORTS > TIME SHEET AUDIT FOR DATE RANGE

This report displays all actions taken on an employee's timesheet within a specified time period.

Required fields: Date Range, Assignment Group List, Employee ID

Time Sheet Audit for User Who Changed Timesheet

PATH: MANAGER REPORTS > TIME SHEET REPORTS > TIME SHEET AUDIT REPORTS > TIME SHEET AUDIT FOR USER WHO CHANGED TIMESHEET

This report displays all actions taken by a user on employee timesheet(s).

Required fields: Date Range, Assignment Group List

Optional fields: Login ID, Employee ID, Employee Last Name

Consecutive Days Worked

PATH: MANAGER REPORTS > TIME SHEET REPORTS > CONSECUTIVE DAYS WORKED

This report lists the number of consecutive days during a time period each employee worked.

Required fields: Date Range, Minimum Number of Consecutive Days, Assignment Group List

Optional fields: Login ID, Employee ID, Employee Last Name

Daily Activity Report

PATH: MANAGER REPORTS > TIME SHEET REPORTS > DAILY ACTIVITY REPORT

This report shows all activity for a group for a single day.

Required fields: Activity Date, Assignment Group List

Optional fields: Login ID, Employee ID, Employee Last Name

Daily Worked Hours

PATH: MANAGER REPORTS > TIME SHEET REPORTS > DAILY WORKED HOURS

This report displays the total hours worked each day during a specific date range.

Required fields: Date Range, Assignment Group List, Hours Variable, Hours

Optional fields: Employee ID, Employee Last Name

Employee Detail with Timesheet

PATH: MANAGER REPORTS > TIME SHEET REPORTS > EMPLOYEE DETAIL WITH TIMESHEET

This report displays basic information about employees in selected assignment groups, along with timesheet information for those employees.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Employee Hours vs. Payroll Hours

PATH: MANAGER REPORTS > TIME SHEET REPORTS > EMPLOYEE HOURS VS. PAYROLL HOURS

This report shows the differences between the time, in hours, an employee entered on a timesheet and the hours sent to the payroll system (comparing Timesheet Detail vs. Timesheet Output database tables).

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Hours by Pay Code

PATH: MANAGER REPORTS > TIMESHEET REPORTS > HOURS BY PAY CODE

This report displays all hours by Pay Code for each employee.

Required fields: Date Range, Assignment Group List, Pay Code

Optional fields: Employee ID, Employee Last Name

Labor Analysis

PATH: MANAGER REPORTS > TIMESHEET REPORTS > LABOR ANALYSIS

This report displays all hours and related pay for specified employee(s) and a specific pay period.

Required fields: Pay Period End Date, Assignment Group List

Time Source

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIME SOURCE

This report displays the source for time slices on a timesheet.

Required fields: Date Range, Policy Profile, Assignment Group List, Department, Time Source

Optional fields: Employee ID, Employee Last Name

Timesheet

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIMESHEET

This report displays specified employees' timesheet entries for a pay period.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Timesheet Approval History

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIMESHEET APPROVAL HISTORY

This report displays the approval history for timesheets over a specific time period. If a timesheet is amended, this report will show the approval history for the original version of the timesheet, not the amended timesheet.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Timesheet Comments

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIMESHEET COMMENTS

This report displays all comments made on the specified timesheets.

Required fields: Date Range, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Timesheet Detail Audit, No Time Exists 2 Days Before PPEnd

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIMESHEET DETAIL AUDIT, NO TIME EXISTS 2 DAYS BEFORE PPEND

This report lists all employees who have not entered any time who have timesheets due within two days.

Required fields: Assignment Group List

Optional fields: Employee ID, Employee Last Name

Timesheet Detail Query

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIMESHEET DETAIL QUERY

This report shows employees in the assignment group with the selected Pay Code on their timesheet for the date range selected.

Required fields: Date Range, Assignment Group List, LD1 (check "All"), LD2 (select chart string), Pay Code

Optional fields: Employee ID, Employee Last Name

Timesheet with Signature

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TIMESHEET WITH SIGNATURE

This report shows the timesheet for a pay period with spaces for signatures by the employee and manager.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Total Hours Variable

PATH: MANAGER REPORTS > TIMESHEET REPORTS > TOTAL HOURS VARIABLE

This report displays information about employees who work a specified number or range of hours.

Required fields: Pay Period Begin and End Dates, Assignment Group List, Policy Profile, Hours Variable, Hours

Optional fields: Employee ID, Employee Last Name

Unapproved Timesheets

PATH: MANAGER REPORTS > TIMESHEET REPORTS > UNAPPROVED TIMESHEETS

This report displays any employees with unapproved timesheets, and the employees' email addresses.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Unsubmitted Timesheets

PATH: MANAGER REPORTS > TIMESHEET REPORTS > UNSUBMITTED TIMESHEETS

This report shows employees who have not submitted a timesheet for a specific pay period.

Required fields: Pay Period End Date, Assignment Group List

Optional fields: Employee ID, Employee Last Name

Weekly Hours Worked

PATH: MANAGER REPORTS > TIMESHEET REPORTS > WEEKLY HOURS WORKED

This report displays the total hours worked in a specific week within a specified hours variable (ex: you may run the report to view which assignments worked over 35 hours per week).

Required fields: Date Range, Assignment Group List, Hours Variable, Hours

Optional fields: Employee ID, Employee Last Name