

Report Definitions

Below is a list of the standard (ready-made) system reports. Within the main menu, most reports are found in the **MyInfo** menu: Several reports can be found in the team view menu: Report accessibility is determined by individual security settings.

> Accruals

- - Per employee, per time off category being accrued. Shows number of days/hours earned, taken, scheduled and remaining.

> My Reports > HR Reports > Calendar

- Shows a calendar view by month for all employees to which you have access.
- Shows a calendar view by week for all employees to which you have access.
- Shows a calendar view by year for all employees to which you have access.
- Shows a calendar style page with employee birthdays highlighted by month.
- Shows a calendar style page with employee birthdays highlighted by week.
- Shows a calendar style page with employee birthdays highlighted by year.

> My Reports > HR Reports > HR Maintenance

- - Provides a list of all employees and the Cost Centers they have access to.
- - Provides a list of all employees and their personal contacts.
- - Provides a configurable list of employees and their information that can be exported and printed on labels.
- Provides a configurable list of employees and their information that can be exported and printed.
 - Shows all employees and any notes they have associated with their accounts.
 - Shows all basic information and main settings for each employee (profiles).
 - Shows a report containing information from the Account Status field

> My Reports > Time Reports > Time Allocation

- Displays a summary of employee time for the current/past/future week or month. The hours are shown by day on each of these reports.

- Shows individual time records. Custom filters are available. Also included is the filtering option, "Last N Days And Last N Hours" which requires that the "Extra Filters" checkbox be checked and a Calendar Range be selected. This filter will show corrections that were made during specified days, hours, or days and hours.

- Calendar view of hours per person, with the ability to enable time entry approval by clicking an employee where you are taken to the timesheet where approvals can be applied. Export option to PDF is available.

- Calendar view of hours per person. Timesheets may be viewed by selecting employees and clicking the View Timesheets button. Export option to HTML available.

- Summary of hours based on columns chosen.

- - These are pre-defined settings.
- - These are grouped by specific cost fields or date range.
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- - Provides a yearly view of approved time off requests, with the ability to drill down daily by clicking on the hyperlink.
- (Monthly)- Provides a monthly view of approved time off requests, with the ability to drill down weekly by clicking on the magnifying glass.
- (Weekly)- Provides a weekly view of approved time off requests.
- - Based on a schedule, shows who is early/late/absent. The Scheduled vs. Worked Time column is available for this report, which will take the amount from the Sch.Total column, subtract the amount from the Work Hours column, and place the difference into the Scheduled vs. Worked Time column. (i.e. Sch. Total of 8.00 – Work Hours of 3.00 = Scheduled vs. Worked Time of 5.00 hours)
- - Will display all notes entered for employees in the time period specified.
- - Shows a more detailed view of the Exceptions.
- - Will display, per employee, any Exceptions flagged within a specific date range, color-coded based on the Exception configuration. Then, by clicking on an

> My Reports > Time Reports > Calculated Time

- - Displays a summary total of the calculated time worked by total work hours and pay categories (worked and time off hours). Summary hours by Pay/Time off (total time). Custom filters are available. The report may be exported to multiple types of outputs. To view Counters from this report, add the Counters column from Select Columns. You can click the "View Time Entries" button in the lower-right corner of the report to see a calculated time summary for time entries as well as counters. This allows time off entries to be viewed even if they have not been put into counters. The button is a toggle and will alternate between View Counters and View Time Entries.

View Counters
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