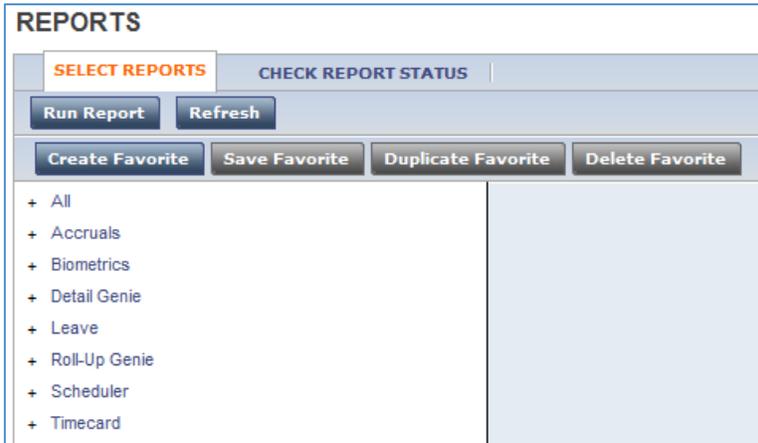


## Reports for Managers

- 1 Select **Reports Manager** from the **Related Items** pane.



**REPORTS**

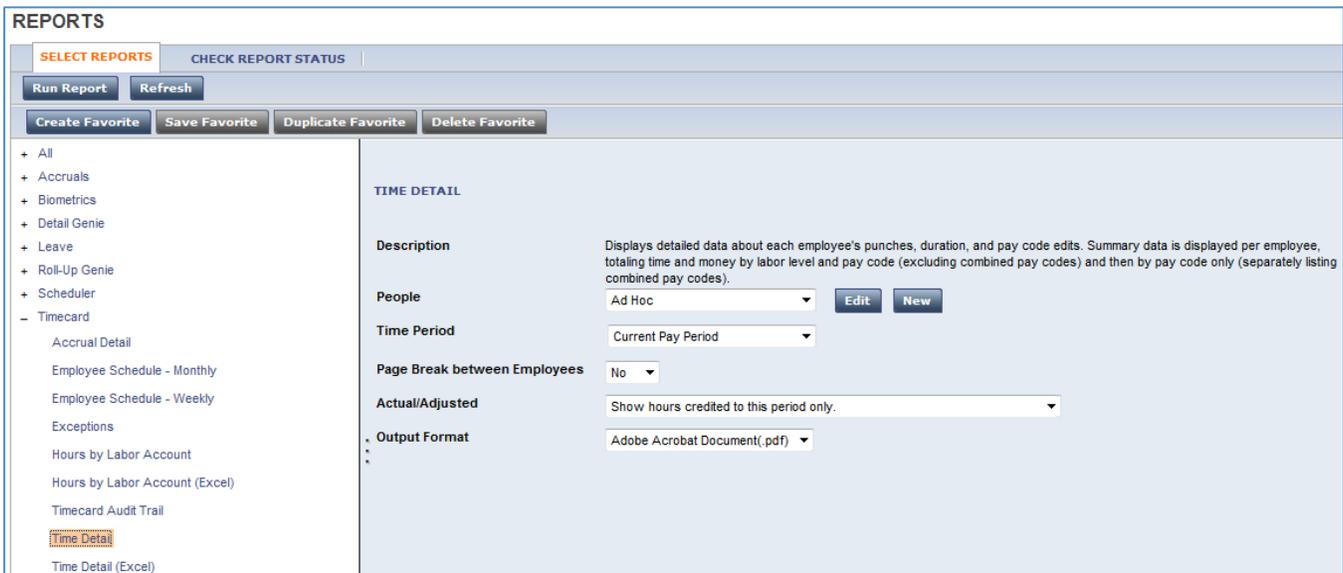
**SELECT REPORTS** | CHECK REPORT STATUS

Run Report Refresh

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- + All
- + Accruals
- + Biometrics
- + Detail Genie
- + Leave
- + Roll-Up Genie
- + Scheduler
- + Timecard

- 2 Click on the plus sign (+) to the left of the Report category to open the list of available reports.



**REPORTS**

**SELECT REPORTS** | CHECK REPORT STATUS

Run Report Refresh

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- + All
- + Accruals
- + Biometrics
- + Detail Genie
- + Leave
- + Roll-Up Genie
- + Scheduler
- Timecard
  - Accrual Detail
  - Employee Schedule - Monthly
  - Employee Schedule - Weekly
  - Exceptions
  - Hours by Labor Account
  - Hours by Labor Account (Excel)
  - Timecard Audit Trail
  - Time Detail**
  - Time Detail (Excel)

**TIME DETAIL**

**Description** Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

**People** Ad Hoc

**Time Period** Current Pay Period

**Page Break between Employees** No

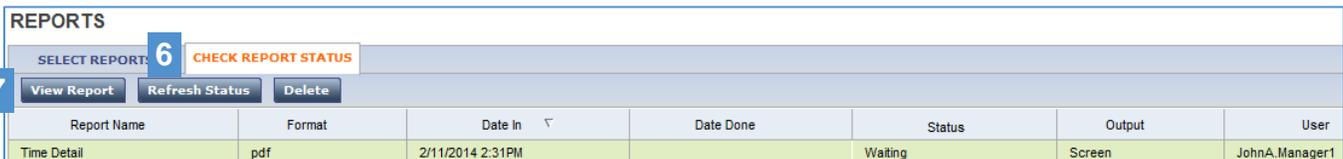
**Actual/Adjusted** Show hours credited to this period only.

**Output Format** Adobe Acrobat Document(.pdf)

- 3 Click on name of the report to select it. A description of the report displays, as well as drop downs for selecting the criteria for the report.

- 4 Once the criteria is set, select **Run Report**.

The **Check Report Status** page displays with a status of "waiting".



**REPORTS**

**SELECT REPORTS** | **CHECK REPORT STATUS**

View Report Refresh Status Delete

Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	2/11/2014 2:31PM		Waiting	Screen	JohnA.Manager1

- 6 Select the **Refresh Status** button after a few seconds.

- 7 Once status is "complete" select the **View Report** button.



Report displays in the format below.

Time Detail						Data Up to Date: 2/11/2014 2:31:49 PM					
Time Period:			Current Pay Period			Executed on:			2/11/2014 2:31PM GMT-06:00		
Query:			AL-All Home and Transferred-In			Printed for:			JohnA.Manager1		
Actual/Adjusted:			Show hours credited to this period only.			Insert Page Break After Each Employee:			No		
Employee:	Punch1, PennyA	ID: 10201		Time Zone: Central							
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>		<i>Xfr: Work Rule</i>							
2/3/2014		8:00:00 AM		12:00:00 PM						4:00	4:00
2/3/2014		1:00:00 PM		5:00:00 PM						4:00	8:00
2/4/2014		8:00:00 AM		12:00:00 PM						4:00	12:00
2/4/2014		1:00:00 PM		5:00:00 PM						4:00	16:00
2/5/2014		8:00:00 AM		12:00:00 PM						4:00	20:00
2/5/2014		1:00:00 PM		5:00:00 PM						4:00	24:00
2/6/2014		8:00:00 AM		12:00:00 PM						4:00	28:00
2/6/2014		1:00:00 PM		5:00:00 PM						4:00	32:00
2/7/2014		8:00:00 AM		12:00:00 PM						4:00	36:00
2/7/2014		1:00:00 PM		5:00:00 PM						4:00	40:00
Labor Account Summary		Pay Code		Hours		Money		Days			
001/0000/100010/10001/-/-		LV-All Worked		40:00							
		REGULAR		40:00							
		Total Leave and Reg Hours		40:00							
		Total Reg and Contract		40:00							
		Total Worked Time		40:00							
Combined Pay Code Summary		Pay Code		Hours		Money		Days			
		LV-All Worked		40:00							
		Total Leave and Reg Hours		40:00							
		Total Reg and Contract		40:00							
		Total Worked Time		40:00							
<b>Totals:</b>				<b>160:00</b>		<b>\$0.00</b>		<b>0.00</b>			

View the Report by scrolling. The menu bar below will display when hovering the mouse near the bottom of the page. The Page Up and Down arrows may also be used to scroll the report or to zoom in or out. Select the Save icon to save the report or the Print icon to send to your printer.

