[redacted]

Supervisor & Manager - Reports

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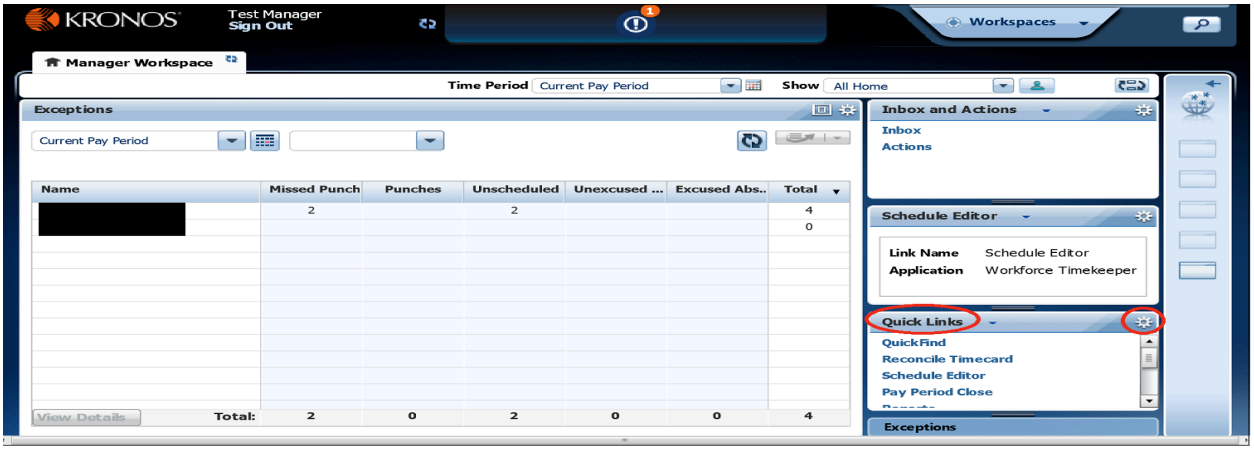
Reports

Reports

Reports provide information about employees: their hours worked, schedules, timecards, Labor account, attendance etc. To find Reports go to the Quick Links Window (shown below).

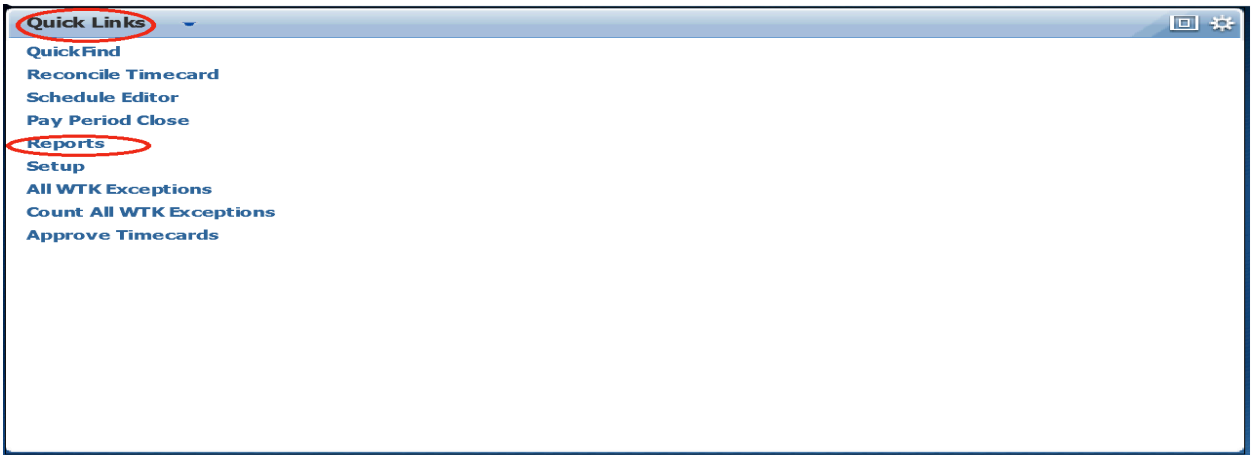
Quick Links Wndow

The **Quick Links** Window is an optional view that allows the user to navigate the system quickly to complete tasks. It provides links to some of the most common functions done by managers/supervisors and one of them is running the reports.



Supervisor & Manager Reports in uTIME

Once the Quick Link Window is selected, it will propose the various genies including Reports as listed below. A **genie** is used to obtain detailed information about an employee in a summarized easy-to-read format.

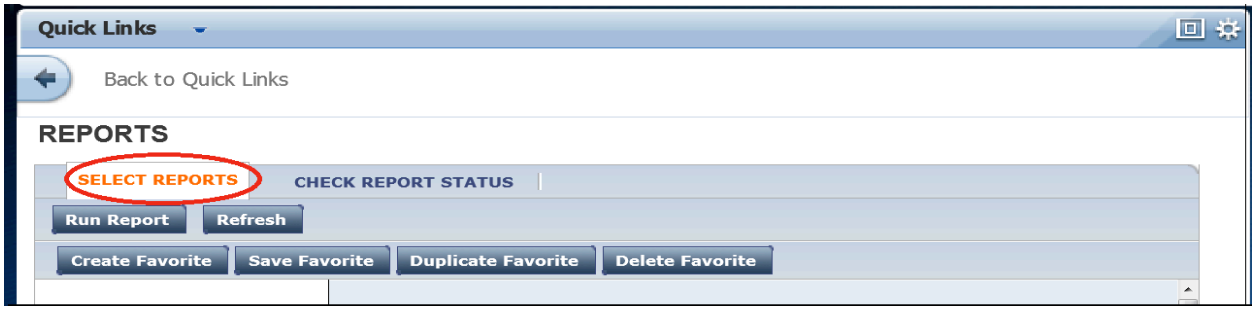


Exceptions Report

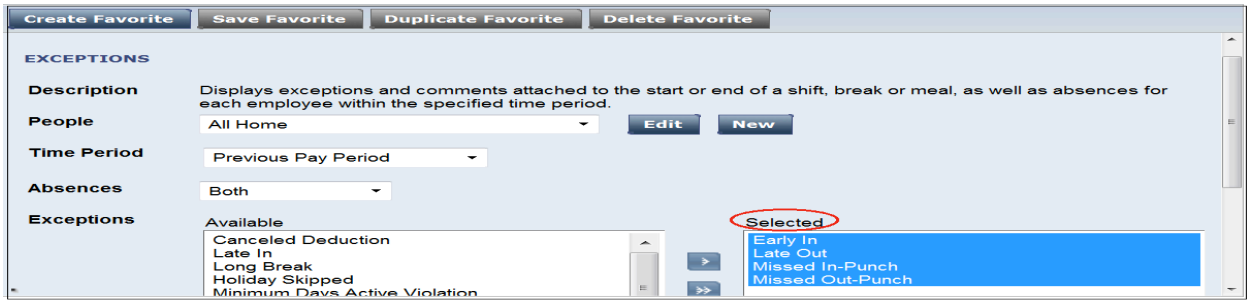
When employees are scheduled to work and their timecards do not show their scheduled hours, there is a deviation from the schedule. These deviations are called exceptions.

The Exceptions Report displays a summary of the different exceptions related to the employee's timecard. It may include a Missed In-Punch or Missed Out-Punch, Late Out/In or Early Out/In. They will show exceptions outside of scheduled shifts.

Running the Exceptions Report



To run the report, select the following: **Quick Links** → **Reports** → **Select Reports** → **Timecards**→ **Exceptions**



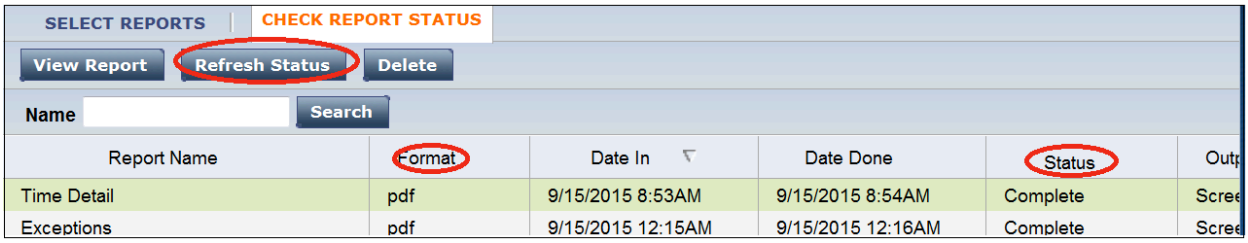
Enter your requirements as described below:

Description	Provides a description of the report being run.
People	Select a required group or all of employees
Time Period	Time period – can be current or previous pay period, range dates etc. Select the time period that you require.
Absences	Select "both" to get a display of all types of Absences
Exceptions	This is the list of possible exceptions that you may require. From the **Available** column use the right arrow to move only the exceptions that you need to the **Selected** column.

Tip

The **exceptions** that you want to **see in the report**, should be in under the **Selected** column.

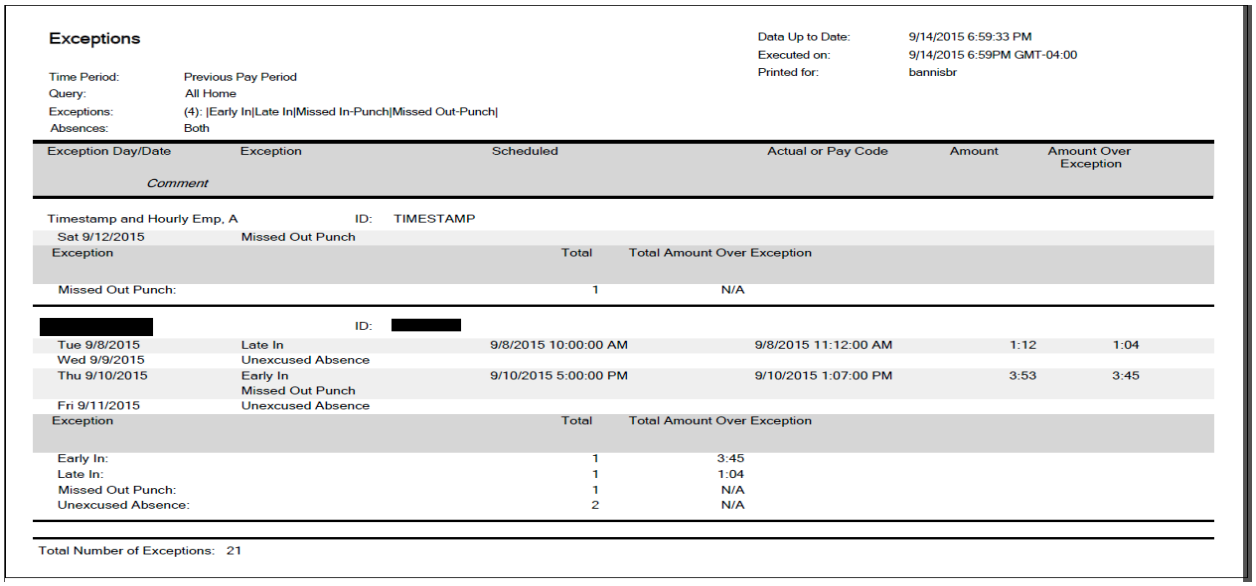
Viewing the Exceptions Report



To View the **Exceptions** Report

- Select **Refresh Status** – the status will change from Waiting to Complete
- Highlight the report required and select **View Report**.

Below is a sample of an Exceptions Report



Exceptions

Data Up to Date: 9/14/2015 6:59:33 PM
Executed on: 9/14/2015 6:59PM GMT-04:00
Printed for: bannisbr

Time Period: Previous Pay Period
Query: All Home
Exceptions: (4): |Early In|Late In|Missed In-Punch|Missed Out-Punch|
Absences: Both

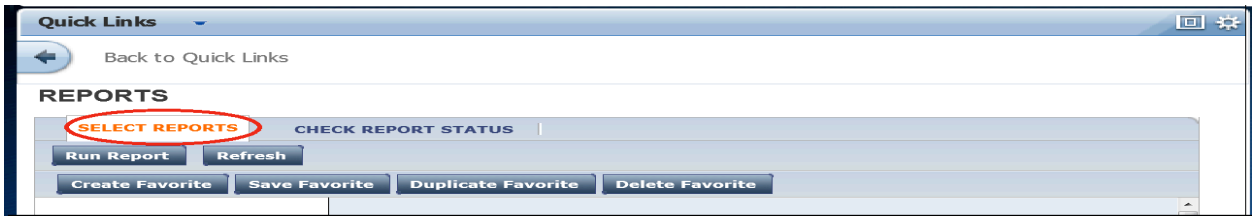
Exception Day/Date	Exception	Scheduled	Actual or Pay Code	Amount	Amount Over Exception
Comment					
Timestamp and Hourly Emp, A	ID: TIMESTAMP				
Sat 9/12/2015	Missed Out Punch				
Exception		Total	Total Amount Over Exception		
Missed Out Punch:		1	N/A		
[redacted]	ID: [redacted]				
Tue 9/8/2015	Late In	9/8/2015 10:00:00 AM	9/8/2015 11:12:00 AM	1:12	1:04
Wed 9/9/2015	Unexcused Absence				
Thu 9/10/2015	Early In Missed Out Punch	9/10/2015 5:00:00 PM	9/10/2015 1:07:00 PM	3:53	3:45
Fri 9/11/2015	Unexcused Absence				
Exception		Total	Total Amount Over Exception		
Early In:		1	3:45		
Late In:		1	1:04		
Missed Out Punch:		1	N/A		
Unexcused Absence:		2	N/A		

Total Number of Exceptions: 21

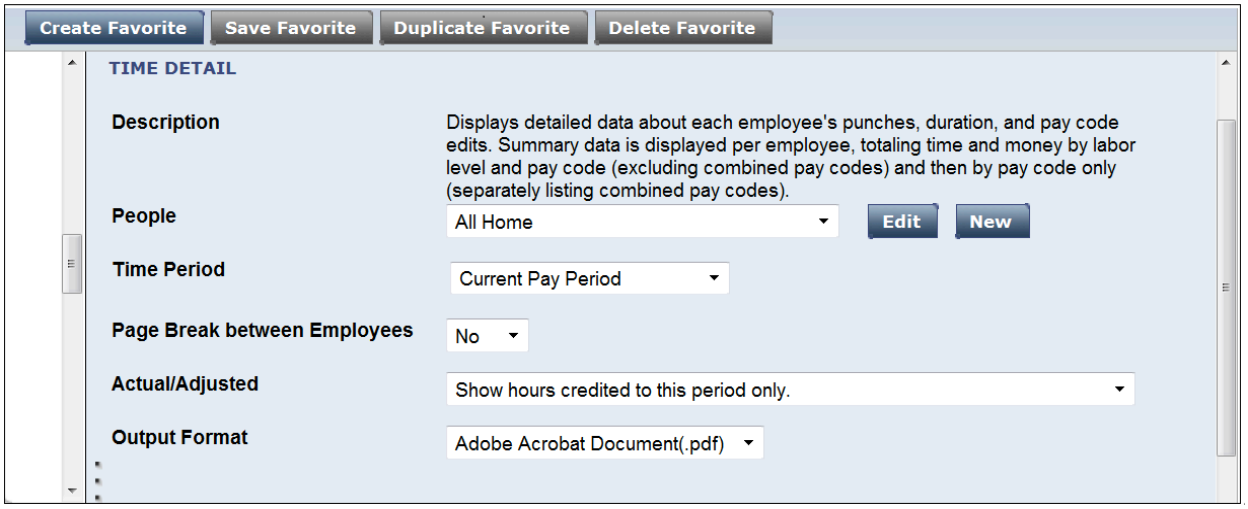
Time Detail Report

The Time Detail Report displays summary data by employee with the In and Out punches, transfers, duration and edits and totals the time by pay codes.

Running the Time Detail Report



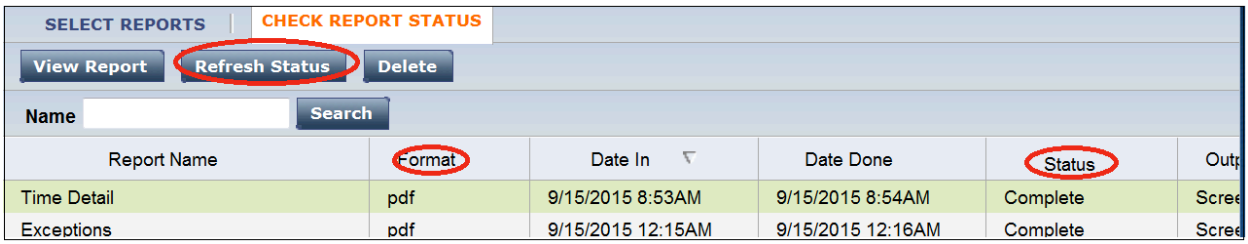
To run the report, select the following: **Quick Links → Reports → Select Reports → Timecard → Time Detail**



Enter your requirements above as described below:

Description	Provides a description of the report being run.
People	Select a required group or all of employees
Time Period	Time period – can be current or previous pay period, range dates etc. Select the time period that you require.
Page Break Between Employees	Select as required
Actual/Adjusted	The hours selected can be for the current period or for current hours and historic edits.
Output Format	This report is available in as a PDF. There is an option to export this report as an excel spreadsheet.

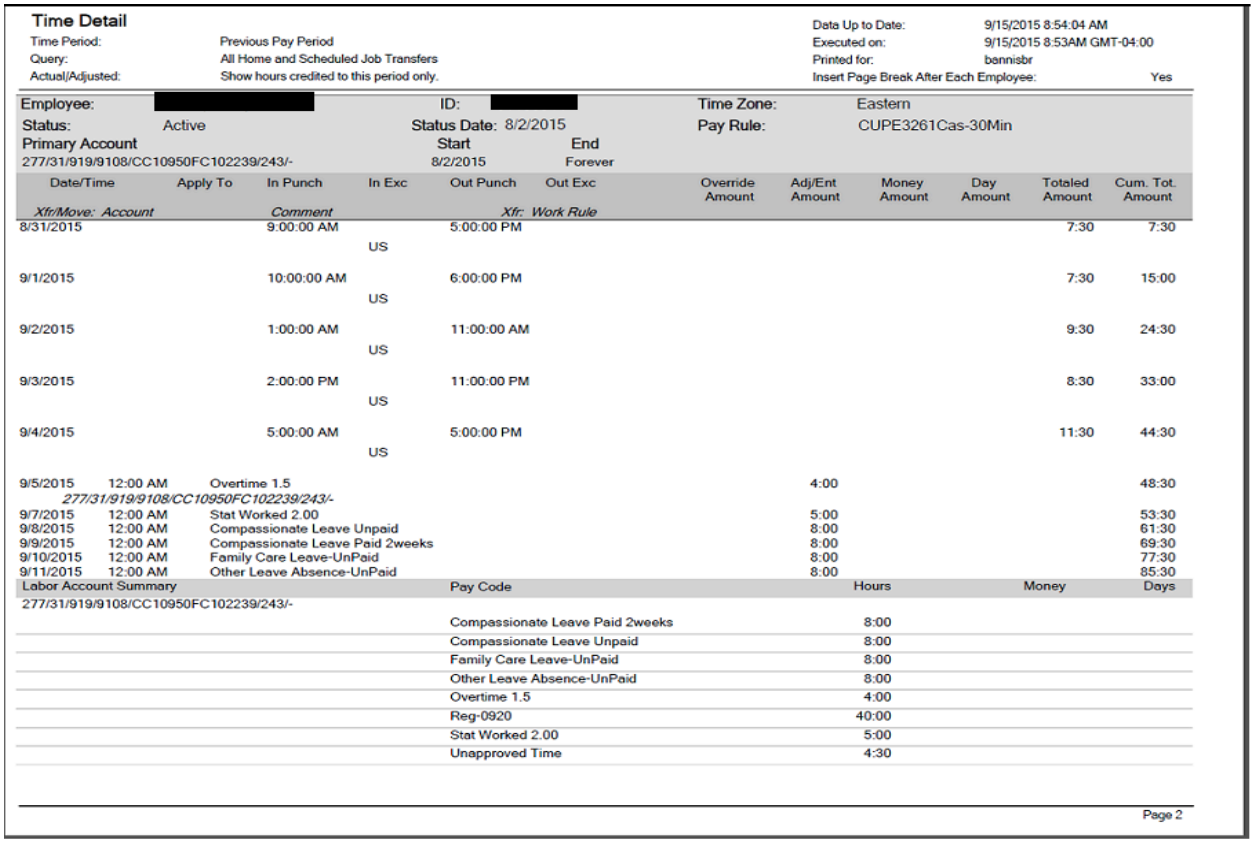
Viewing the Time Detail Report



To View the Time Detail Report

- Select **Refresh Status** – the status will change from Waiting to Complete
- Highlight the report required and select **View Report**.

Below is a sample of a Time Detail Report



Time Detail

Time Period: Previous Pay Period
Query: All Home and Scheduled Job Transfers
Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 9/15/2015 8:54:04 AM
Executed on: 9/15/2015 8:53AM GMT-04:00
Printed for: bennisbr
Insert Page Break After Each Employee: Yes

Employee: [redacted] ID: [redacted] Time Zone: Eastern
Status: Active Status Date: 8/2/2015 Pay Rule: CUPE3261Cas-30Min
Primary Account 277/31/919/9108/CC10950FC102239/243/- Start 8/2/2015 End Forever

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
Xfr/Move: Account		*Comment*		*Xfr: Work Rule*							
8/31/2015		9:00:00 AM	US	5:00:00 PM						7:30	7:30
9/1/2015		10:00:00 AM	US	6:00:00 PM						7:30	15:00
9/2/2015		1:00:00 AM	US	11:00:00 AM						9:30	24:30
9/3/2015		2:00:00 PM	US	11:00:00 PM						8:30	33:00
9/4/2015		5:00:00 AM	US	5:00:00 PM						11:30	44:30
9/5/2015	12:00 AM	Overtime 1.5					4:00				48:30
277/31/919/9108/CC10950FC102239/243/-											
9/7/2015	12:00 AM	Stat Worked 2.00					5:00				53:30
9/8/2015	12:00 AM	Compassionate Leave Unpaid					8:00				61:30
9/9/2015	12:00 AM	Compassionate Leave Paid 2weeks					8:00				69:30
9/10/2015	12:00 AM	Family Care Leave-UnPaid					8:00				77:30
9/11/2015	12:00 AM	Other Leave Absence-UnPaid					8:00				85:30

Labor Account Summary	Pay Code	Hours	Money	Days
277/31/919/9108/CC10950FC102239/243/-				
	Compassionate Leave Paid 2weeks	8:00		
	Compassionate Leave Unpaid	8:00		
	Family Care Leave-UnPaid	8:00		
	Other Leave Absence-UnPaid	8:00		
	Overtime 1.5	4:00		
	Reg-0920	40:00		
	Stat Worked 2.00	5:00		
	Unapproved Time	4:30		

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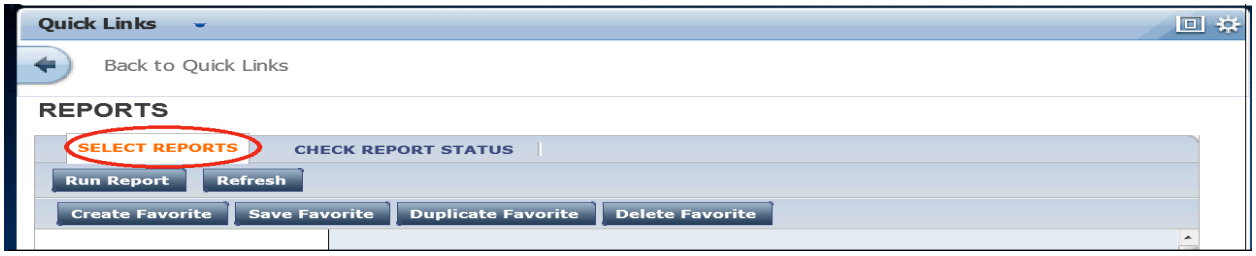
Employee Hours by Labor Account Report

The Employee Hours by Labor Account Displays hours and amounts for each labor account and pay code in which the employee accrued hours. It also provides totals for each employee and labor account number per employee as well as grand totals.

Running the Employee Hours by Labor Account Report

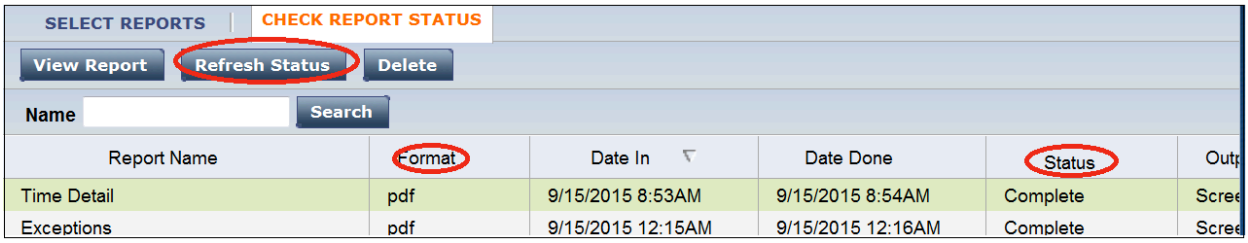


To run the report, select the following: **Quick Links → Reports → Select Reports → Detail Genie → Employee Hours by Labor**

Enter your requirements above as described below:

Description	Provides a description of the report being run.
People	Select a required group or all of employees
Time Period	Time period – can be current or previous pay period, range dates etc. Select the time period that you require.
Actual/Adjusted	The hours selected can be for the current period or for current hours and historic edits.
Pay Codes	The **Pay Codes** that you want to **see in the report**, should be in under the **Selected** column.

Viewing the Employee Hours by Labor Account Report



Supervisor & Manager Reports in uTIME

To View the Employee Hours by Labor Account Report

- Select **Refresh Status** – the status will change from Waiting to Complete
- Highlight the report required and select **View Report**.

Below is a sample of an Employee Hours by Labor Account Report

Employee Hours by Labor Account

		Data Up to Date:	9/14/2015 6:42 PM
Time Period:	Previous Pay Period	Executed on:	9/14/2015 6:42PM GMT-04:00
Query:	All Home	Printed for:	bannisbr
Pay Codes:	(61): |Adopt-PrimCare 1st 2wk Pd|Adopt-PrimCare Nx 15-10wk Pd|Bereavement|Compassionate Leave Paid 2weeks|...		
Actual/Adjusted:	Show hours credited to this period only.		

Name	ID	Status/Date	Money	Hours	Days	Wages
Home Account						
Baille, Phillip Russell	01138844					
		Active: 8/2/2015				
277/31/919/9108/CC10950FC102239/243/-						
277/31/919/9108/CC10950FC102239/243/-			$0.00	85:30	0.00	$0.00
Compassionate Leave Paid 2weeks			$0.00	8:00	0.00	$0.00
Compassionate Leave Unpaid			$0.00	8:00	0.00	$0.00
Family Care Leave-UnPaid			$0.00	8:00	0.00	$0.00
Other Leave Absence-UnPaid			$0.00	8:00	0.00	$0.00
Overtime 1.5			$0.00	4:00	0.00	$0.00
Reg-0920			$0.00	40:00	0.00	$0.00
Stat Worked 2.00			$0.00	5:00	0.00	$0.00
Unapproved Time			$0.00	4:30	0.00	$0.00
		Employee Totals:	$0.00	85:30	0.00	$0.00