

Electronic Timecard Reporting

The reports are located under the iForms/Reporting/Time Reporting. Reports are available to Department Payroll Representatives and HR/Business Managers who have been given report permission based upon their iForms access.

List of Approvers

Displays the list of approvers and associated employees based on your organizational access.

Missing Approvers

Displays the list of biweekly employees who do not have an approver defined for a given pay period.

Timecard Status Report

Display the status of the timecards for a list of employees for a given period.

Missing Timecard Report

Display a list of employees with unapproved time by status for a given period.

Timecard Summary Report

Displays a summary of time entered by employee for a given period.

Timecard History Report

Displays a list of time cards for a given employee

Hours Paid are Not Equal to Work Schedule

Displays a listing of employees for who hours paid are less than or greater than the work schedule.

Org Unit Drive List of Approvers

Displays the list of approvers and associated employees for the provided org unit.

The screenshot displays the iForms Reporting interface. The top navigation bar includes links for iForms, MyInfo, Universal Worklist, Candidate Selection, ECRT, Home, Staff, Positions, Employee Search, iForms Overview, Reporting, and Time Card Admin. The main content area is titled 'Detailed Navigation' and lists various reports under the 'Time Reporting' section. Each report is accompanied by an icon and a brief description.

Report Name	Description
List of Approvers	Displays the list of approvers and associated employees based on your organizational access.
Missing Approvers	Displays the list of biweekly employees who do not have an approver defined for a given pay period.
Timecard Status Report	This displays the status of the timecards for a list of employees for the entered period.
Missing Timecard Report	Display a list of employees with unapproved timecards (Including Not Entered).
Timecard Summary Report	This displays a summary of time entered by employee for the entered period.
Timecard History	Displays a list of time cards for a given employee
Hours Paid are Not Equal to Work Schedule	Displays a list employees where hours paid are not equal to work schedule
Org Unit Driven List of Approvers	Displays the list of approvers and associated employees for the provided org unit.

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Select a report and a window will open. You will be prompted for parameters.

Parameter Entry

Click here to run the report . The report will be executed based on the **Current Values**.

Click here to change the year. Then select **Add**.

Click here to change the period. Then select **Add**.

Enter the Org Key in **uppercase** and select **Add**. Report will not print if Org Key is lower case.

Execute Expand All Collapse All

▼ Iyear : Enter Year:

New value: ... Add

Current value: 2010

▼ Iperiod : Enter Period:

New value: ... Add

Current value: 11

▼ Iorgkey : Enter Iorgkey:

New value: ... Add

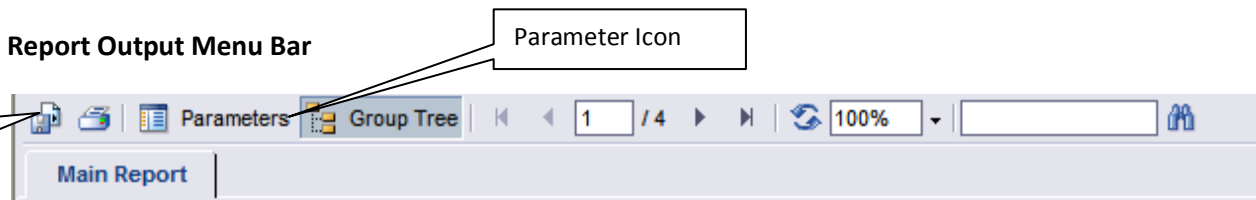
Current value: DDCG

The output will display as shown below. The output varies depending on the report.

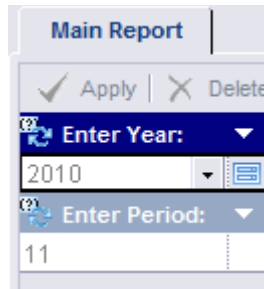
Main Report							
Approvers							
		Pay Period		2010 11			
		Start Date		End Date			
		5/10/2010		5/23/2010			
Pemr	Approver Name	Approver Position	Pemr	Employee Position	Employee Name	Payroll Area	PSA
		50042031		50219652		UB	0002
		50027673		50043945		UM	0001
				50043947		UM	0001
		50028416		50028878		UB	0002
				50554466		UB	0006
		50008221		50534546		UB	0002
		50014343		50004652		UB	0007
				50004652		UB	0007
				50006587		UB	0007
				50015065		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
				50026103		UB	0007
		50038283		50016369		UM	0001
				50432709		UM	0001
		50011468		50016184		UM	0001
				50019032		UB	0002
				50022099		UM	0001
				50022160		UM	0001
				50022160		UM	0001
				50027673		UM	0001

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Report Output Menu Bar



To Change the Parameters, click Parameters on the menu bar. The current parameters are displayed under Main Report. Click on the Year, Period or Org Key to change. Selecting Apply will rerun the report with the new parameter values.

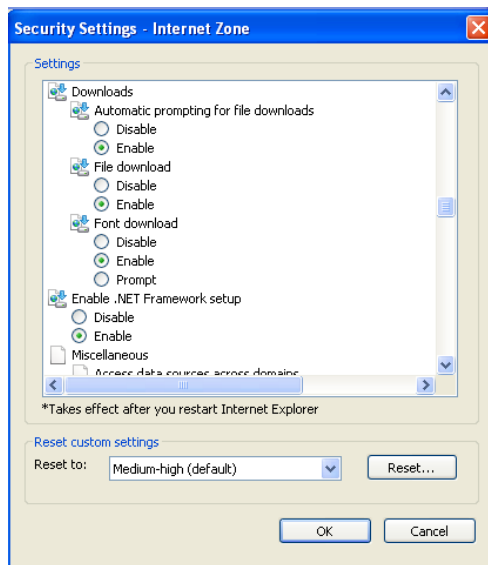


To Print the Report click on the save icon on the menu bar and export the report. The best print format is pdf. Please note, the print button on the Report Menu Bar currently is not working because of security restrictions in the browser.

The first time the Internet Explorer web browser is used when exporting reports, it will by default display a message when exporting files: *To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options ...*

Tools/Internet Options/Security

Select custom level button. Scroll down and enable Automatic Prompting for Downloads. This is found approximately 1/3 of the way down the page.



Electronic Timecard Reporting

To download files to Excel, choose the save/export icon, select the option to export to Microsoft Excel (97-2003) Data only. This should open an excel file and populate the data. While you will need to adjust the column width, the data should be easy to see and manipulate as necessary.

