

Time and Attendance Reports by Role

	Report Name	Purpose	View Only - Supervisor	Approving Supervisor	Editing Supervisor	TA Entity
Audit Reports						
1	Edits Made By Supervisor	Displays all edits made by the supervisor using a date range submitted.	√	√	√	√
2	Edits Made to Supervisor's Employees	Displays all edits made to employees assigned to designated supervisor using a date range submitted.	√	√	√	√
3	Employee Audit Report	Displays all edits made to the employee using a date range submitted.	√	√	√	√
4	Employee Audit Report Archive	Displays all edits made to the employee using a date range submitted.	√	√	√	√
5	TCR Archive	Displays timecard for prior periods	√	√	√	√
Custom Reports						
6	Benefit Transaction History	List of benefit pay codes submitted. The list includes both paid and unpaid pay codes.				√
7	Benefit Time Exceeds Daily Hours	Displays list of employees who submitted time off pay codes in excess of their daily work schedule.	√	√	√	√
8	BW Exception Report	Displays list and counts of exception messages.	√	√	√	√
9	Supervisor Employee Benefit Summary	Lists benefit balances for employees by supervisor	√	√	√	√
10	Charge Back - Detail	Displays in and out swipes for employees who had hours charged to another department for a given date range.				√
11	Employees Without Hours (Zero Hours)	Displays list of employees with zero hours worked.	√	√	√	√
12	Family Leave	Report lists submitted and paid pay codes for a given date range. Revise to include worked hours only. Time off and unpaid pay codes should not be included. This report is OK. Need to fix FMLA worked.	√	√	√	√
13	FMLA Exceptions Report	Displays a list of employees who received the FMLA exception message.	√	√	√	√
14	Hours Worked Versus Approved Hours	Compares hours worked to work schedule.	√	√	√	√
15	Multiple Pay Codes (Using "And" Condition)	Displays a list of employees who have all of the pay codes included in the search criteria.	√	√	√	√

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16	Multiple Pay Codes (Using "Or" Condition)	Displays a list of employees who have any of the pay codes included in the search criteria.	√	√	√	√
17	Open Requests	Displays a list of open requests for clockings and calendars. Note: supervisors use the Laborviews.	√	√	√	√
18	Special Code Report Summary Request(corrected title)	Displays employees with special code for date range.	√	√	√	√
19	Special Code Summary (PCR)	List of special codes, dates and in and out swipes by date range - Need to check this				√
20	Supervisor Employee Note History	Displays note history on employees assigned to a specific supervisor.	√	√	√	√
21	Transaction Details with Job Code	Displays pay code data for employee, facility or department.	√	√	√	√
22	Unapproved Time Cards	List of all unapproved time cards for the current pay period.	√	√	√	√
23	Worked Hours Greater than 16.0	List of employees with worked hours greater than 16.0/day	√	√	√	√
Employee Reports						
24	Employee Approval Lost Tracking	Display employees that timecard was approved but became unapproved due to a change to the time card.	√	√	√	√
25	Employee Benefit Balance Summary	Lists benefit balances for employees by supervisor	√	√	√	√
26	Employee Configured with Alternate Labor Distribution	Report shows all employees who have an alternate labor distribution.				√
27	Employee Without An Approving Supervisor	Displays list of employees who do not have an approver assigned to them. We realized there is no other report so we gave it to all.	√	√	√	√
28	FMLA Hours Worked	Report lists hours worked for past year that can be used to determine FMLA benefits. Revise to include worked hours only. Time off and unpaid pay codes should not be included.	√	√	√	√
29	Lost Approvals Summary	Report lists all employees who had timecard approved and then lost approval due to change made to time card.	√	√	√	√

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29	TCR Current	Time Card Report for current period. Report can be run for one or multiple employees.	√	√	√	√
30	TCR Future	Time Card Report for pay period following the current pay period. Report can be run for one or multiple employees.	√	√	√	√
31	TCR Previous	Time Card Report for pay period prior to the current pay period. Report can be run for one or multiple employees.	√	√	√	√
Supervisor Reports						
32	Auto Forwarded Employees	Shows employees that are auto forwarded from one supervisor to another during the date range submitted.	√	√	√	√
33	Supervisor Assignments	Report shows the type of supervisor assignment (approver, editor, view only)	√	√	√	√
34	Supervisor Benefit Transaction History	List of benefit pay codes submitted.	√	√	√	
35	Supervisor Charge Back - Non Home Employee Detail	Displays in and out swipes for employees who had hours charged to another department for a given date range.	√	√	√	
36	Supervisor Charge Back - Non Home Employee Summary	Summary of in and out swipes for employees who had hours charged to another department for a given date range.	√	√	√	
37	Supervisor Employee Note History	Displays note history on employees by supervisor.	√	√	√	
38	Supervisor Family Leave	Submitted and paid pay codes for a given date range.	√	√	√	
39	Supervisor List	List of employees in controller roles, approvers etc.				√
Time and Attendance Processing Reports						
40	Clocking Source Report	Displays the clocking source for the specified date range. Answer yes to detail when setting up the parameters.	√	√	√	√
41	Critical Exceptions	Critical exceptions listed for designated date range.	√	√	√	√
42	Employees with a specific override code	List of employees who were assigned an override code.	√	√	√	√
43	Employees with a specific special code	List of employees who were assigned a special code during a designated date range.	√	√	√	√

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44	Exceptions Report	List of all employees who generated an exception message during calculations.	√	√	√	√
45	Hours by Pay Code	List of employees who had a specific pay code during a designated date range.	√	√	√	√
46	Time Card Report Text	Displays a time card in text format for a designated range.	√	√	√	√
47	Time Card Report Summary	Transactions for a specified period.	√	√	√	√
48	Transaction Details	Transaction data for a data range.				√
49	Compliance Summary Report	Transaction entry timing report	√	√	√	√