Overview

Trigger:

Someone wants a report of hours and other pay entered for a given employee or group of employees. This report does not include time that will be paid automatically or overtime or comp time that may result from the hours entered.

Business Process Procedure Overview
Time sheet data can be viewed or printed after it is entered into the payroll system. Entering the employee's number or the organization key for a group of employees selects the employee or group of employees for whom time sheet data can be viewed. Once selected, the timesheet data for each employee is displayed by day.

Input – Required Fields	Field Value
PP Begin & End Date	The beginning and end date of the period for which time sheet data is to be reported
Personnel Number	Employee Identification Number of specific employee

Procedural Steps

1.1. Access this transaction using any of these methods:

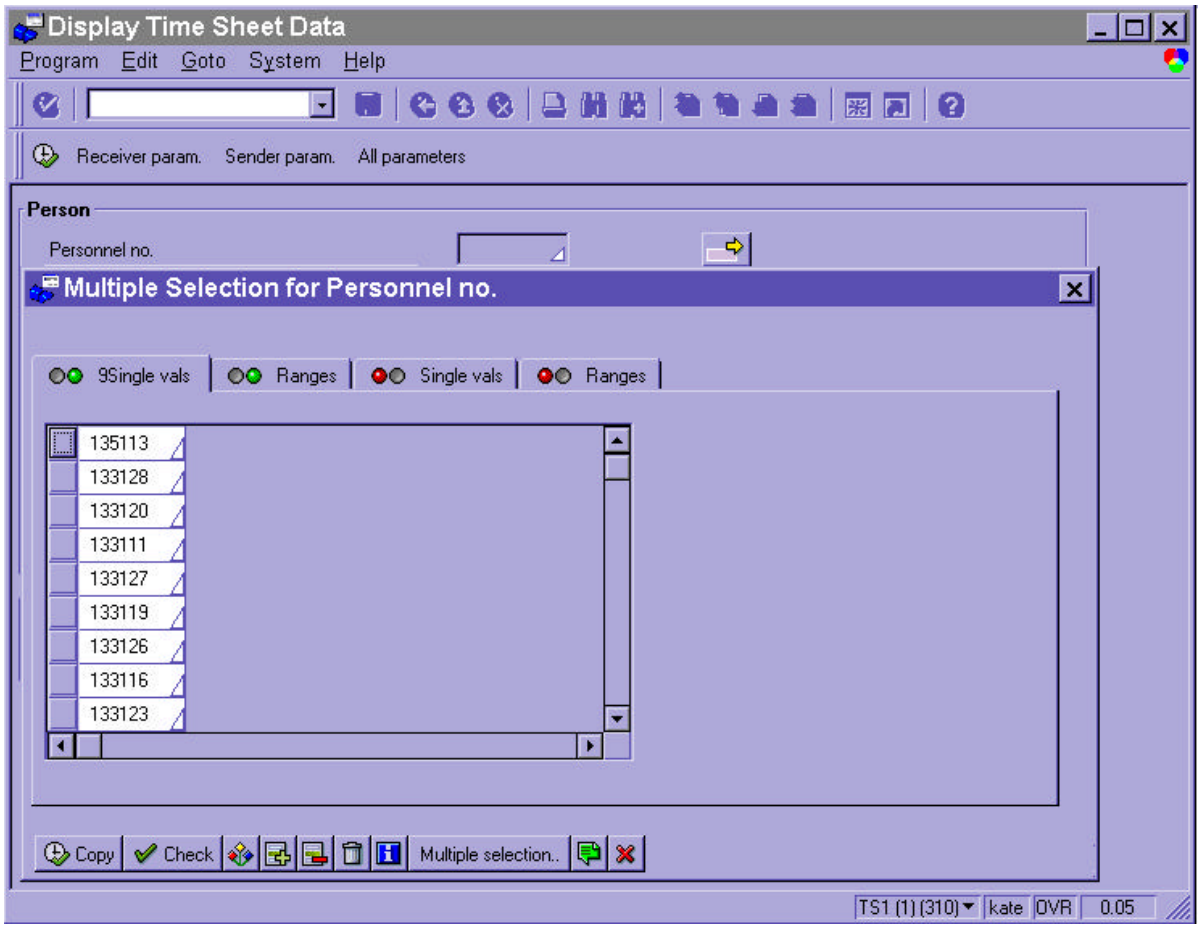
Via Time Entry Operator Menu	Time Entry Operator > Reports after entry > Time Sheet: Display Data
Via Transaction Code	CADO
Via Favorites Menu	Personalized Menu > Time Sheet Display Data

2.1 On the screen "Display Time Sheet Data", click in the Personnel no. box to specify the employees for reporting. Select a single employee by entering the employee's identification number.

If the report is being run for multiple employees, there are various ways to specify the employees. Two methods are described below.

Specify multiple employees using the personnel number (EIN).

1) Click on the multiple selection icon next to the Personnel no. field.
2) Type in the individual employee numbers in the single values boxes.
3) Click the copy icon.
4) The employee selection is complete.



Select multiple employees using the org key (agency org distribution). The format for org key is agency space orgdistribution for example, 130 10100000.

1) Click on the multiple selection icon next to the Personnel no field.
2) Click on the Multiple selection box at the bottom of this window.
3) Click on the Organizational assignment tab at the top.
4) Click in the box next to Organizational key.
5) Type in the agency code and press the space bar.
6) Type in part or all of the org.
7) Type an asterisk (*) next to the org.
8) Change the Maximum no. of hits if there are more than 500 employees to search in your agency with the given criteria.
9) Press enter or click on the green check mark.
10) This brings up a list of employees with that org specification.
11) Sort the results by org key, or name, or EIN, etc. by clicking on the column heading. The results are then sorted according to the column clicked.
12) Select each employee by clicking on the box for that employee or use the select all icon to select all employees on the list.
13) Once the employees for reporting are selected click on the green check mark for copy.
14) Click on the copy icon in the next window.
15) The employee selection is complete.

Display Time Sheet Data

Restrict value range (1) 20 Entries found

Part-time employees (D) | Date of birth | Sickness cert.data (A) | Organizational assignment | Time Data Administra

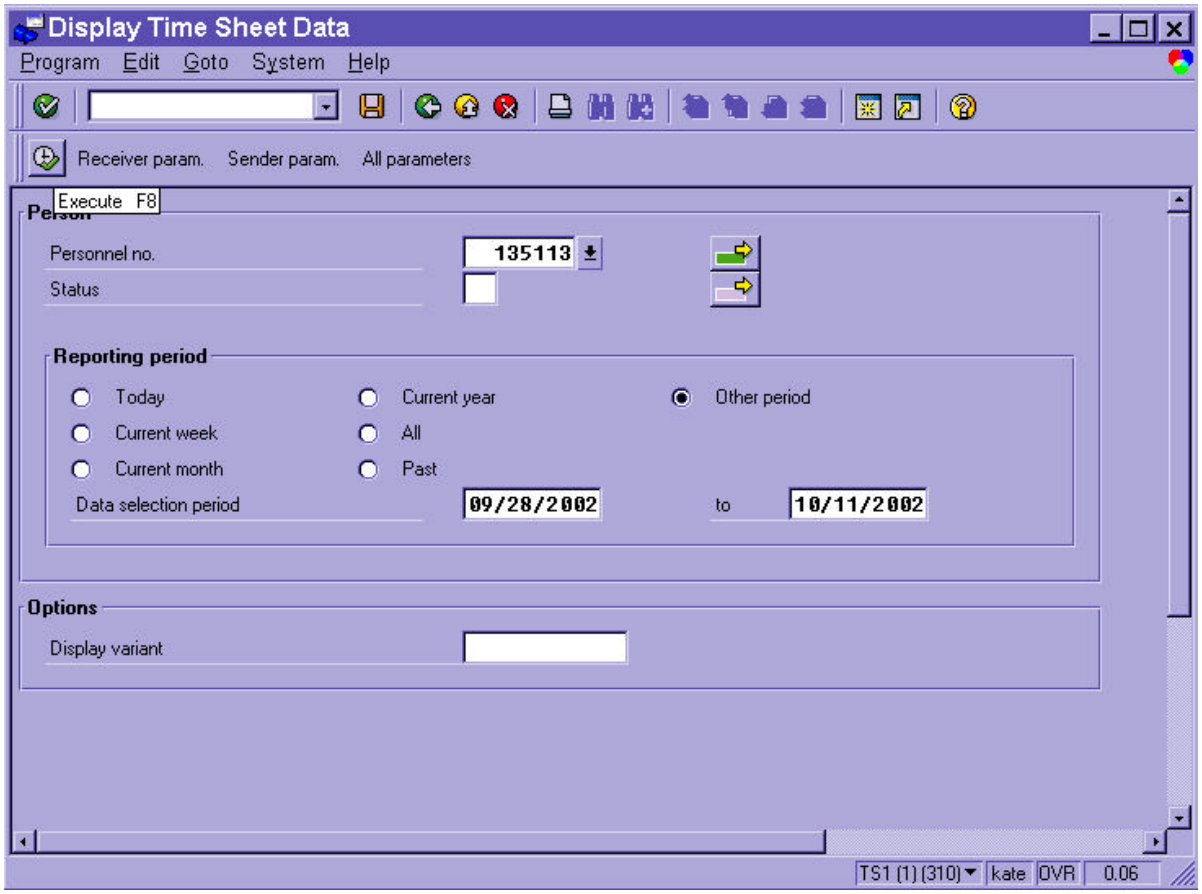
Personnel area: 0001
Personnel subarea: 0130

Select all

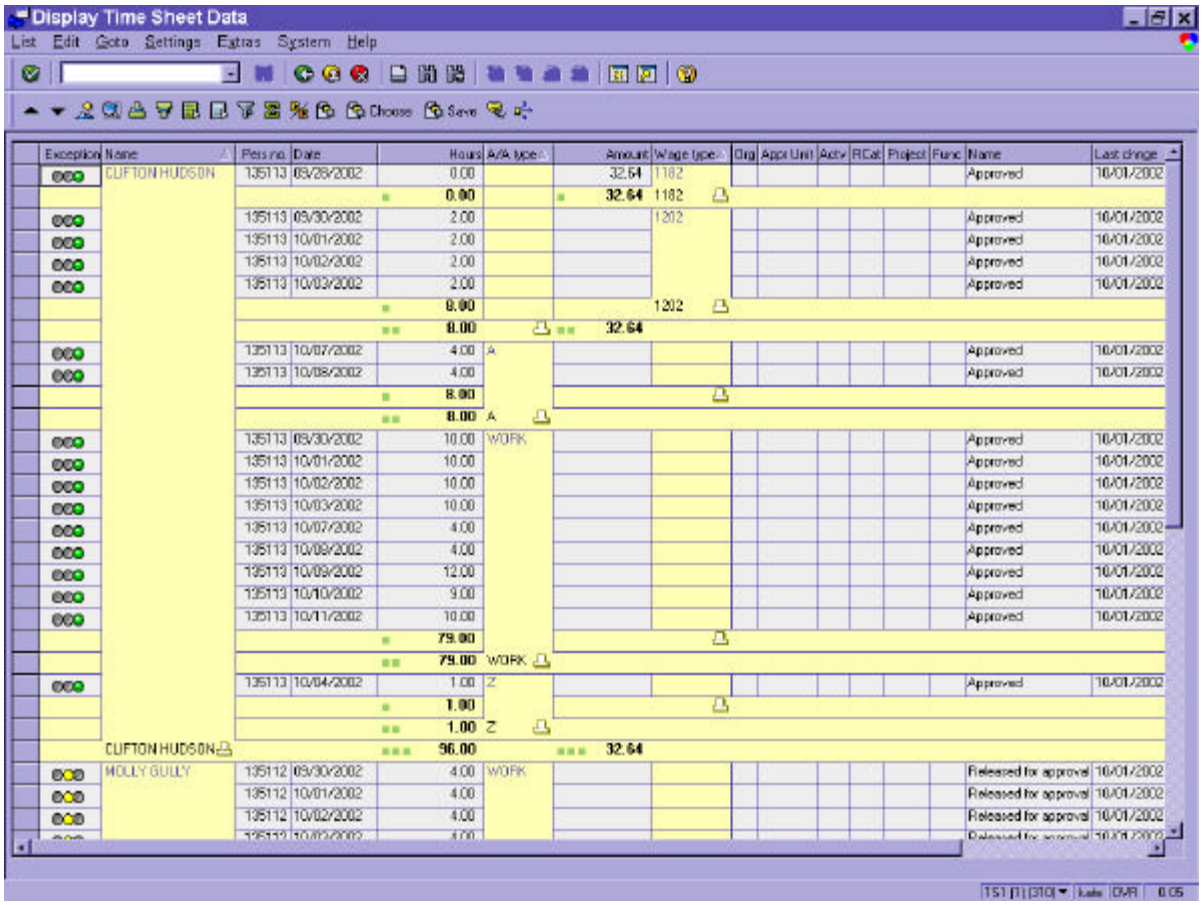
EEGrp	ES...	PAr...	C...	Cost...	Org.unit	Org.key	Grp	Ti...	PersNo	Name of employee or a...	Start date	End date
1	71	UB	1000		00000000	130 34100000	0001		00135113	CLIFTON HUDSON	01/05/2002	12/31/9999
1	90	UB	1000		00000000	130 34100000	0001		00135116	ELLA PAINE	01/05/2002	12/31/9999
2	90	UB	1000		00000000	130 34100000	0001		00135117	PATRICK O'HARA	01/05/2002	12/31/9999
1	71	UB	1000		00000000	130 34100001	0001		00135128	BENJAMIN FRANKLIN	01/05/2002	12/31/9999
2	71	UB	1000		00000000	130 34100601	0001		00135125	GENE GOODALL	01/05/2002	12/31/9999
1	71	UB	1000		00000000	130 34200000	0001		00135127	LIONEL LESTER	01/05/2002	12/31/9999
1	90	UB	1000		00000000	130 34200000	0001		00135111	RICHARD BANKS	01/05/2002	12/31/9999
1	90	UB	1000		00000000	130 34200000	0001		00135115	FREDERICA MERTZ	01/05/2002	12/31/9999
2	71	UB	1000		00000000	130 34200000	0001		00135130	DOROTHY SMITH	01/05/2002	12/31/9999
2	90	UB	1000		00000000	130 34200000	0001		00135129	ETHEL MERTZ	01/05/2002	12/31/9999
3	91	UB	1000		00000000	130 34300001	0001		00135124	THOMAS EDISON	01/05/2002	12/31/9999
1	71	UB	1000		00000000	130 34400000	0001		00135120	DENNIS CLEAVER	01/05/2002	12/31/9999
1	90	UB	1000		00000000	130 34400000	0001		00135121	PETER JACKAL	01/05/2002	12/31/9999
1	73	UB	1000		00000000	130 34500000	0001		00135123	CLINT BLACK	01/05/2002	12/31/9999
1	74	UB	1000		00000000	130 34500000	0001		00135126	HAROLD KARSON	01/05/2002	12/31/9999
1	90	UB	1000		00000000	130 34500001	0001		00135118	HARRY TRUMAN	01/05/2002	12/31/9999
1	75	UB	1000		00000000	130 34500361	0001		00135119	JOHN MASTERSON	01/05/2002	12/31/9999
2	76	UB	1000		00000000	130 34600200	0001		00135122	NORMAN KIMBALL	01/05/2002	12/31/9999
2	91	UB	1000		00000000	130 34700001	0001		00135114	DANIEL GLOVER	01/05/2002	12/31/9999
4	91	UB	1000		00000000	130 34700140	0001		00135112	MOLLY GULLY	01/05/2002	12/31/9999

2.2 Click in the box next to Data selection period and type the pay period begin then end date in the next box. Click the button next to Other period to use the pay period dates.

The other reporting period options may be clicked instead if reporting on something other than the current pay period. Prior periods or ranges of time may be reported by changing the data selection period dates.



2.3 Click on the clock icon in the upper left corner for Execute and the report is displayed on the screen.

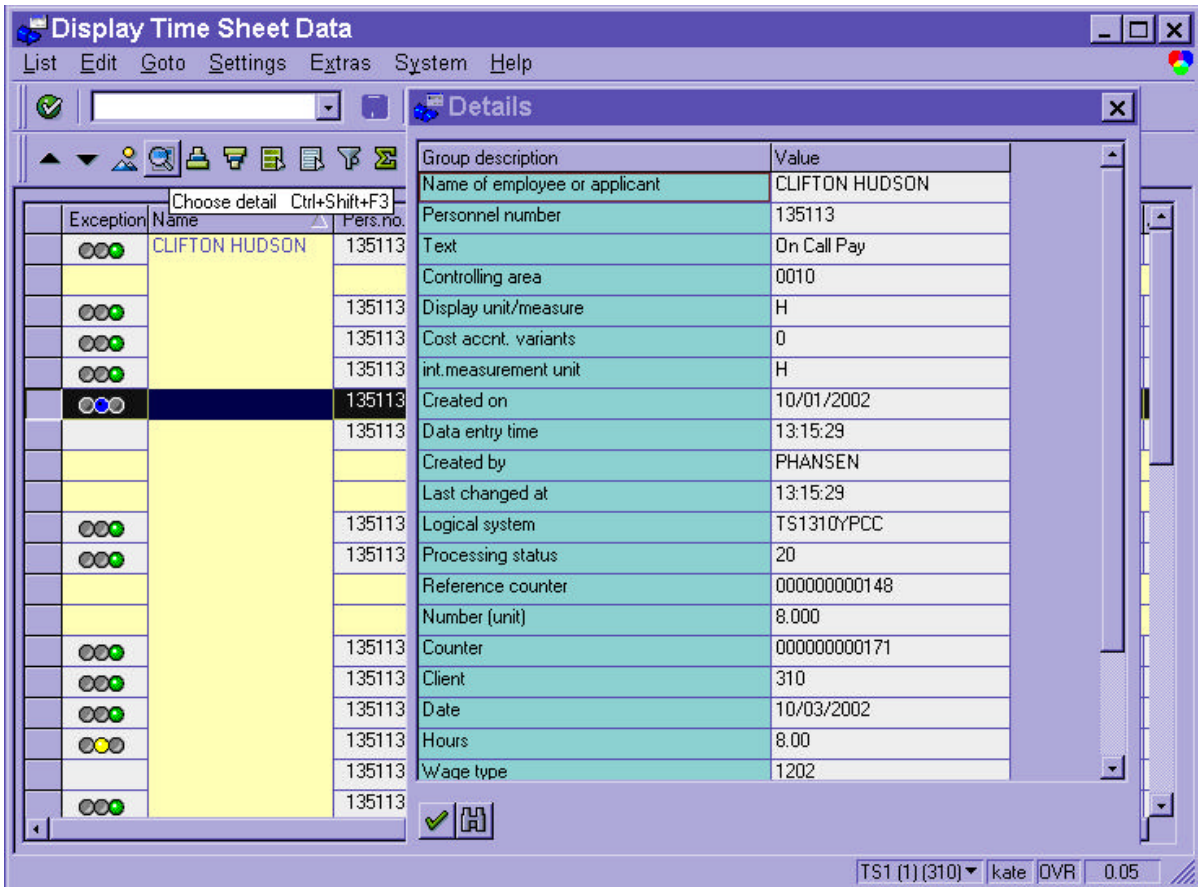


This screen shows all the time and other pay entered for the selected employees for the date range requested. Only the hours and other earnings actually entered show on this report. Auto-pay hours do not show on this screen. Auto-paid employees are paid even though hours do not show up on this screen. Each column is listed below with a brief description.

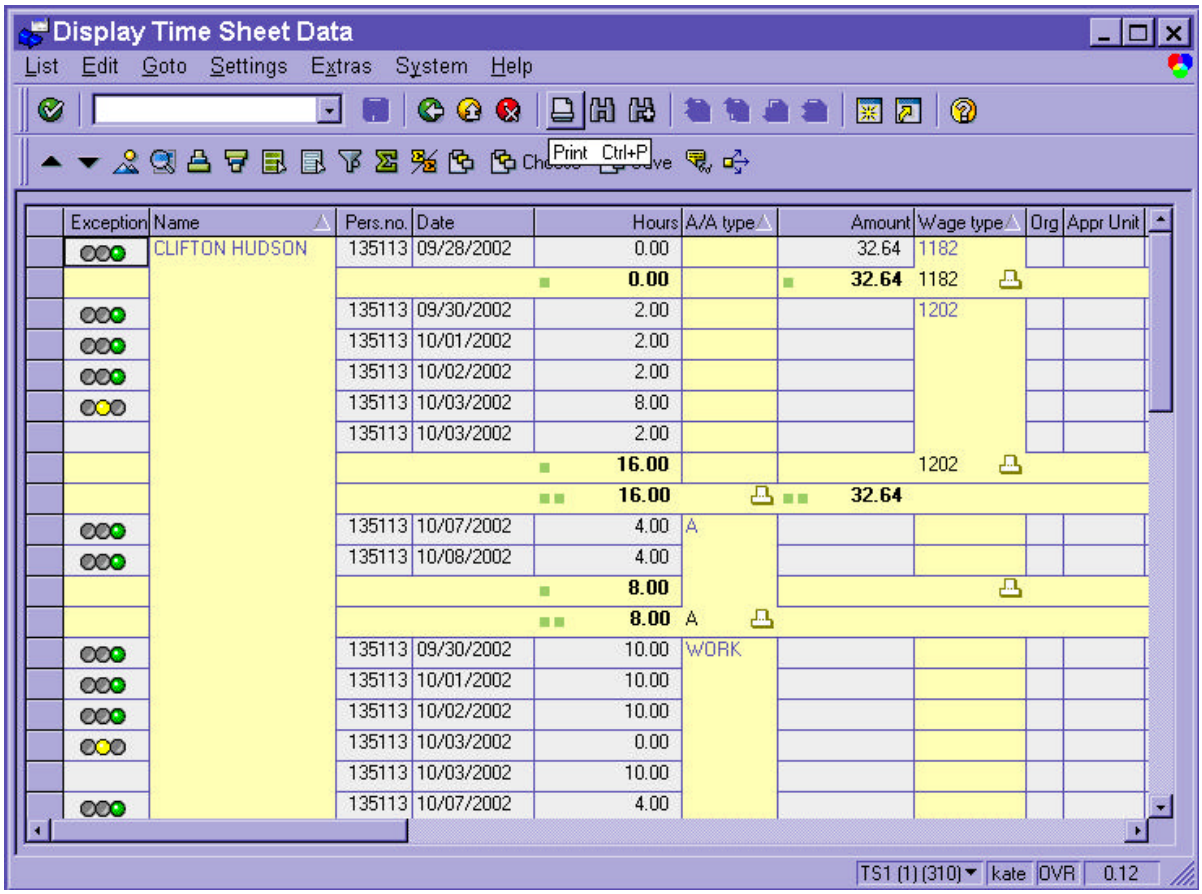
Exception	Status of the entry.	
	Red ball	Entry is rejected.
	Yellow ball	Entry is waiting for approval.
	Green ball	Entry is approved.
	No ball	Entry changed after approval.
Name	The employee's name.	
Personnel number	Identification Number assigned to the employee.	

Date	Actual date the entry occurred on the time entry screen.
Hours	Number entered on that day for an attendance, absence, or wage type.
A/A type	Attendance or absence code associated with the hours.
Amount	Dollar amount associated with the wage type entry.
Wage type	Earnings code for the dollar amount shown in the amount column.
Org	Low org entered on the time entry screen.
Appr Unit	Appropriation unit entered on the time entry screen.
Actv	Activity entered on the time entry screen.
Rcat	Reporting category entered on the time entry screen.
Project	Project/job entered on the time entry screen.
Func	Function entered on the time entry screen.
Name	Description for the status of each entry. Rejected – Entry was not suitable for payment. Released for approval – Data entered on the time entry screen and is waiting for approval. Approved – Entry is approved for payroll. Changed after approval – Original entry changed to something else after approval.
Last changed on	Date the last change occurred.
Changed by	Login id of the person who last saved the record.

2.4 View more detail about a particular entry by the row column. Click on the box for that line which selects the row. Next, click on the choose detail icon that looks like a magnifying glass with a blue line.



2.5 Print the report by clicking on the print icon that looks like a printer with paper. This brings up the print screen. Click continue to send the report to a printer.

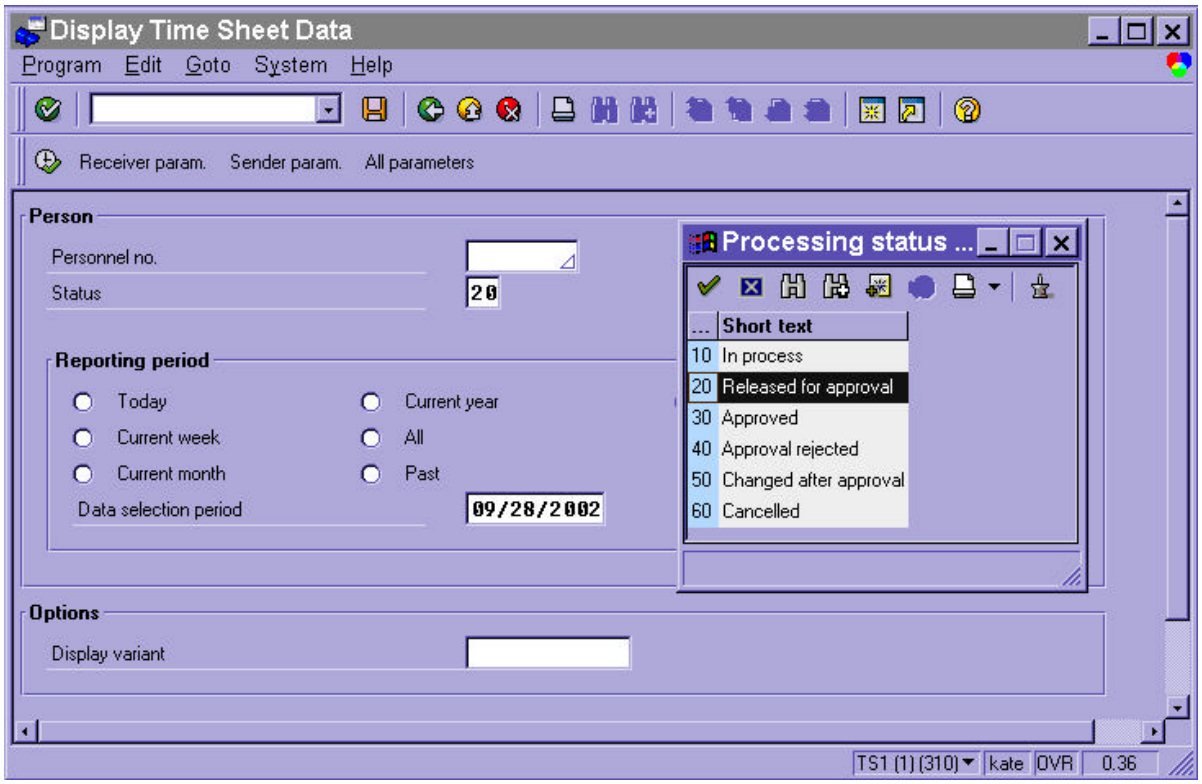


2.6 Use the icon with a green ball and white arrow pointing to the left to go back one or more screens.

3.0 Report on specific criteria using the available selection fields. The Status field is used to look for the processing status of the record.

3.1 From the "Display Time Sheet Data" screen, click in the field for Status. A drop down list box is displayed with the available values.

3.2 Double click to select one of the values to limit the display to the records that meet this selection.

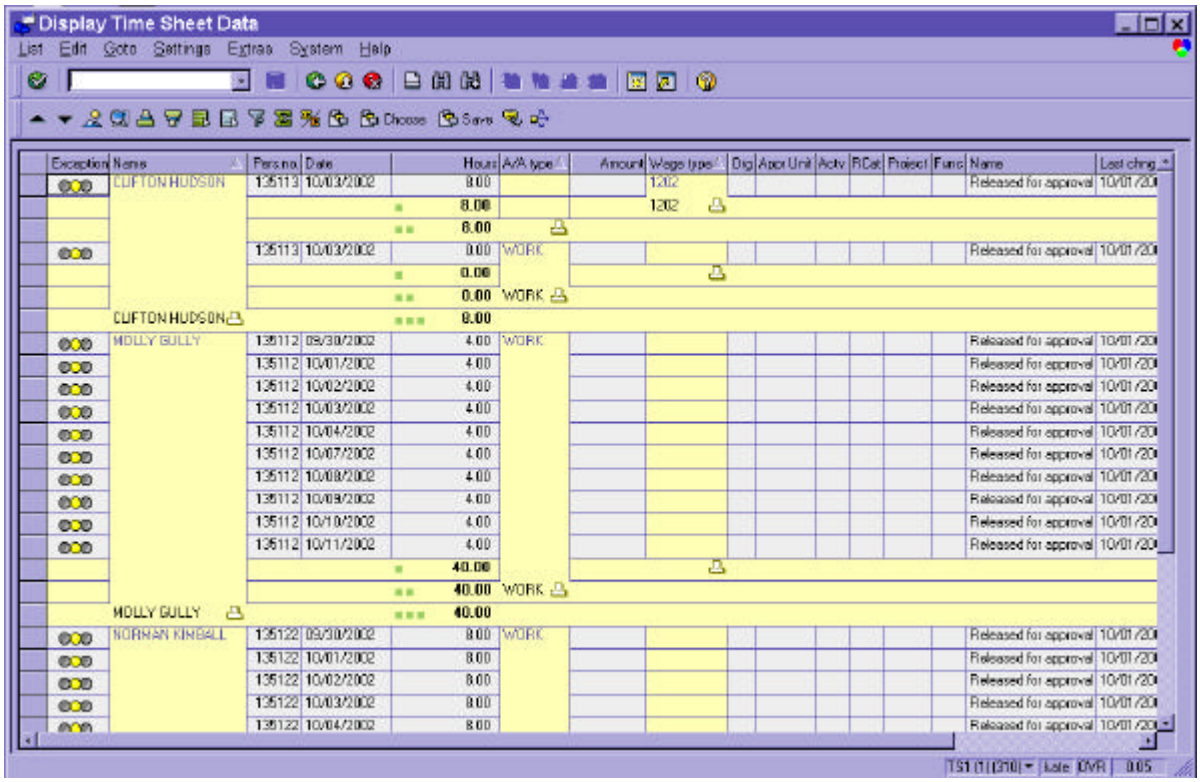


Each value is listed below with a brief description.

Status	Description of the Processing Status	
	10 – In Process	Not used
	20 – Released for approval	Data entered on the time entry screen and is waiting for approval.

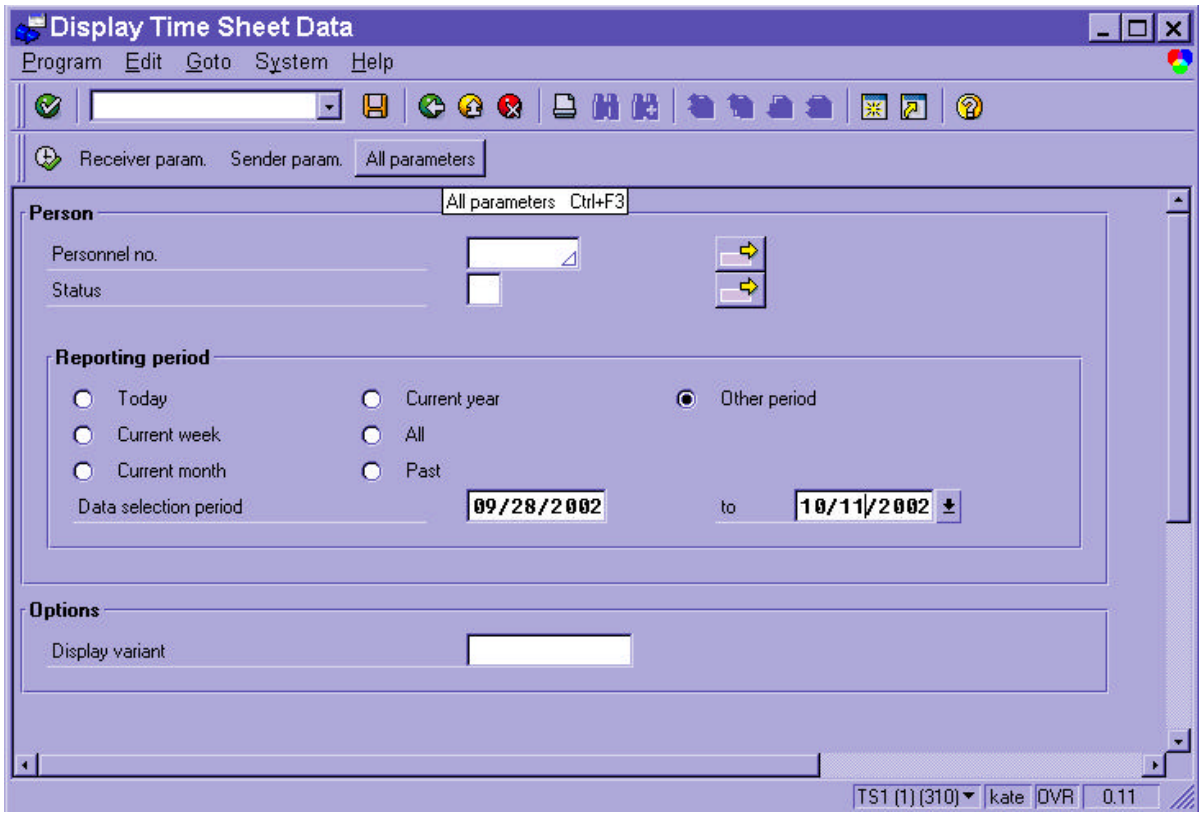
30 – Approved	Entry is approved for payroll.
40 – Approval rejected	Entry was not suitable for payment.
50 – Changed after approval	Original entry changed to something else after approval.
60 – Cancelled	Original entry was changed or deleted.

3.3 Click on the clock icon for Execute to generate the report.

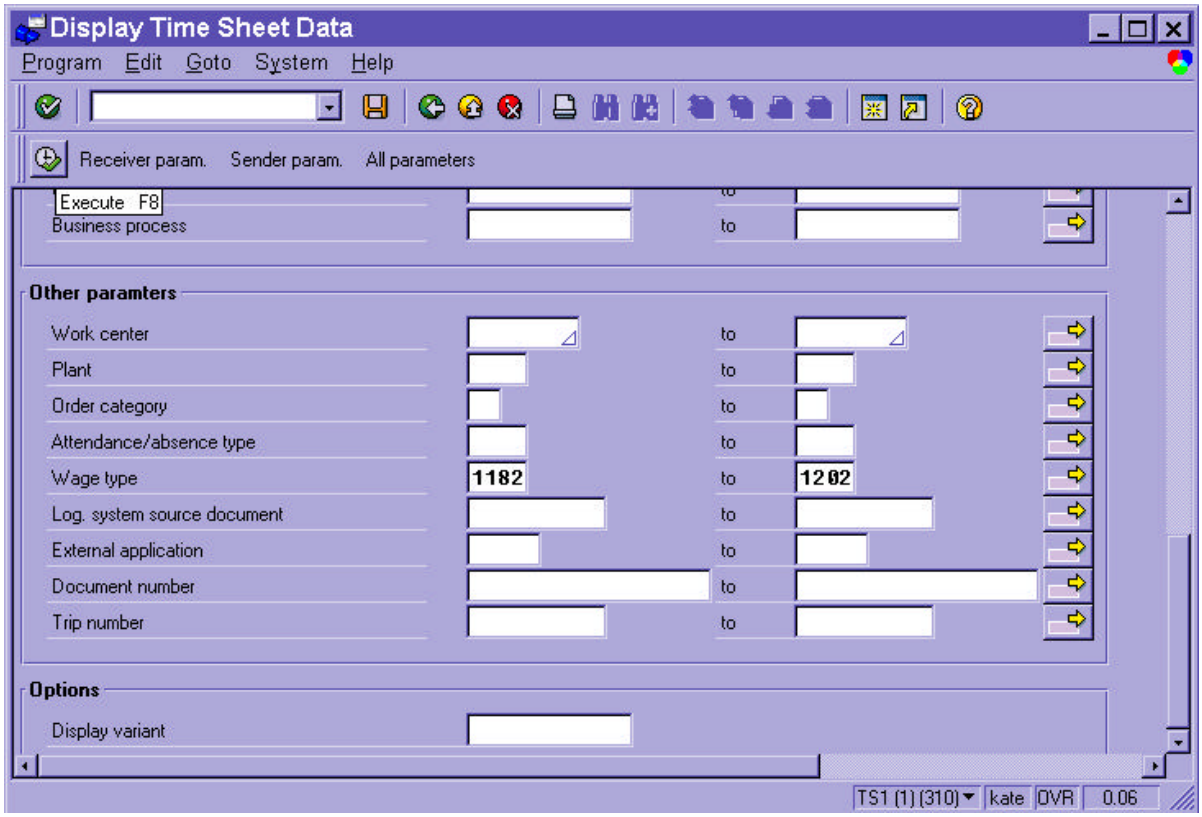


4.0 Reports can be generated using specific Attendance/Absence or Wage Type codes. For example, view employees with Other leave codes entered or view employees with the Incentive Award wage type code.

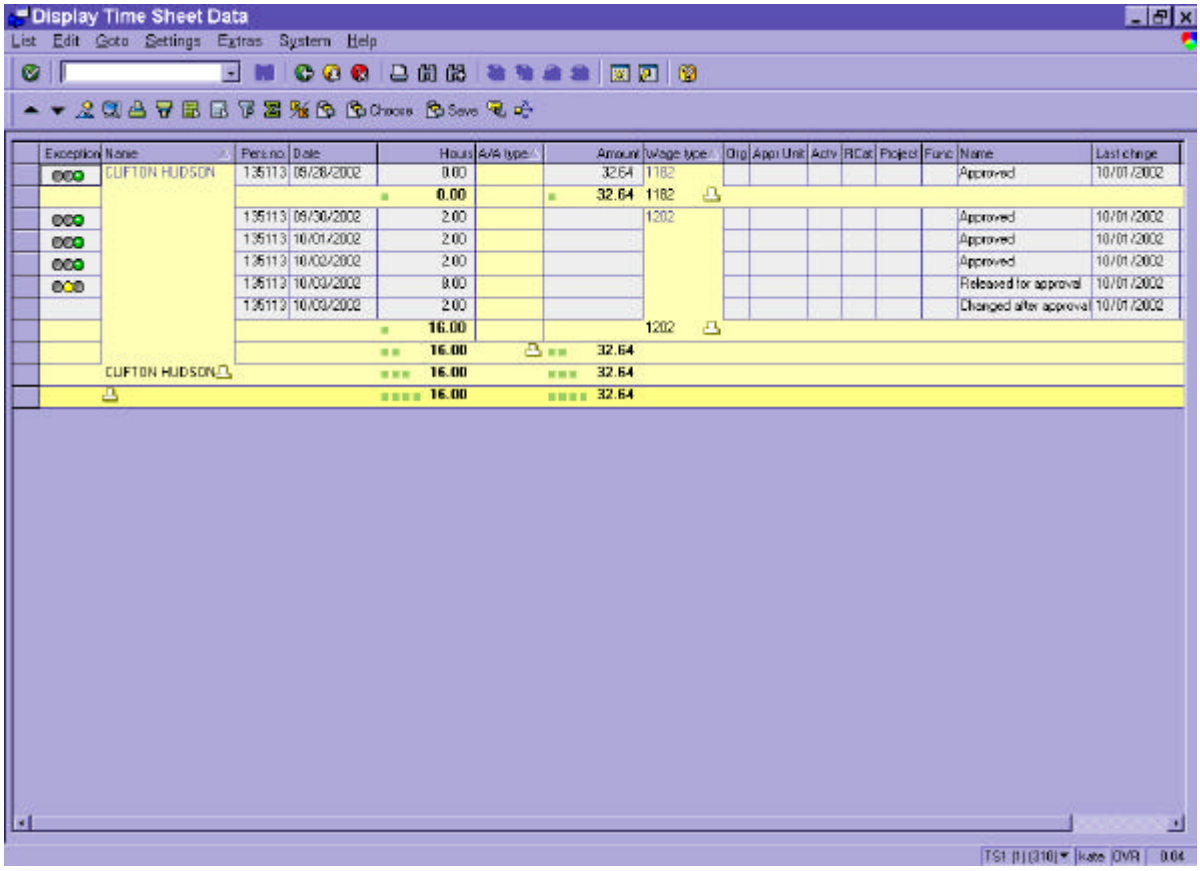
4.1 From the "Display Time Sheet Data" screen, click on "All parameters".



4.2 Scroll down to the "Other parameters" area of the selection screen. Using the fields for Attendance/absence or Wage type limit the results to certain codes.



4.3 Type in the code or range of codes then click the clock icon for Execute to generate the report.


Display Time Sheet Data
List Edit Goto Settings Extras System Help
Choose Save
Exception Name Pers.no. Date Hours A/A type Amount Wage type Orig Appr Unit Activ RCat Project Func Name Last chnge
CLIFTON HUDSON 135113 09/28/2002 0.00 32.64 1182 Approved 10/01/2002
0.00 32.64 1182
135113 09/30/2002 2.00 1202 Approved 10/01/2002
135113 10/01/2002 2.00 Approved 10/01/2002
135113 10/02/2002 2.00 Approved 10/01/2002
135113 10/03/2002 8.00 Released for approval 10/01/2002
135113 10/03/2002 2.00 Changed after approval 10/01/2002
16.00 1202
16.00 32.64
CLIFTON HUDSON 16.00 32.64
16.00 32.64