Overview

Trigger:

Agency accountants and supervisors can use this report to track employees' daily time entries by FINET code or "task" code. (Tasks are defined by each agency and are not part of the FINET system. Tasks are four characters and may be numbers and/or letters.)

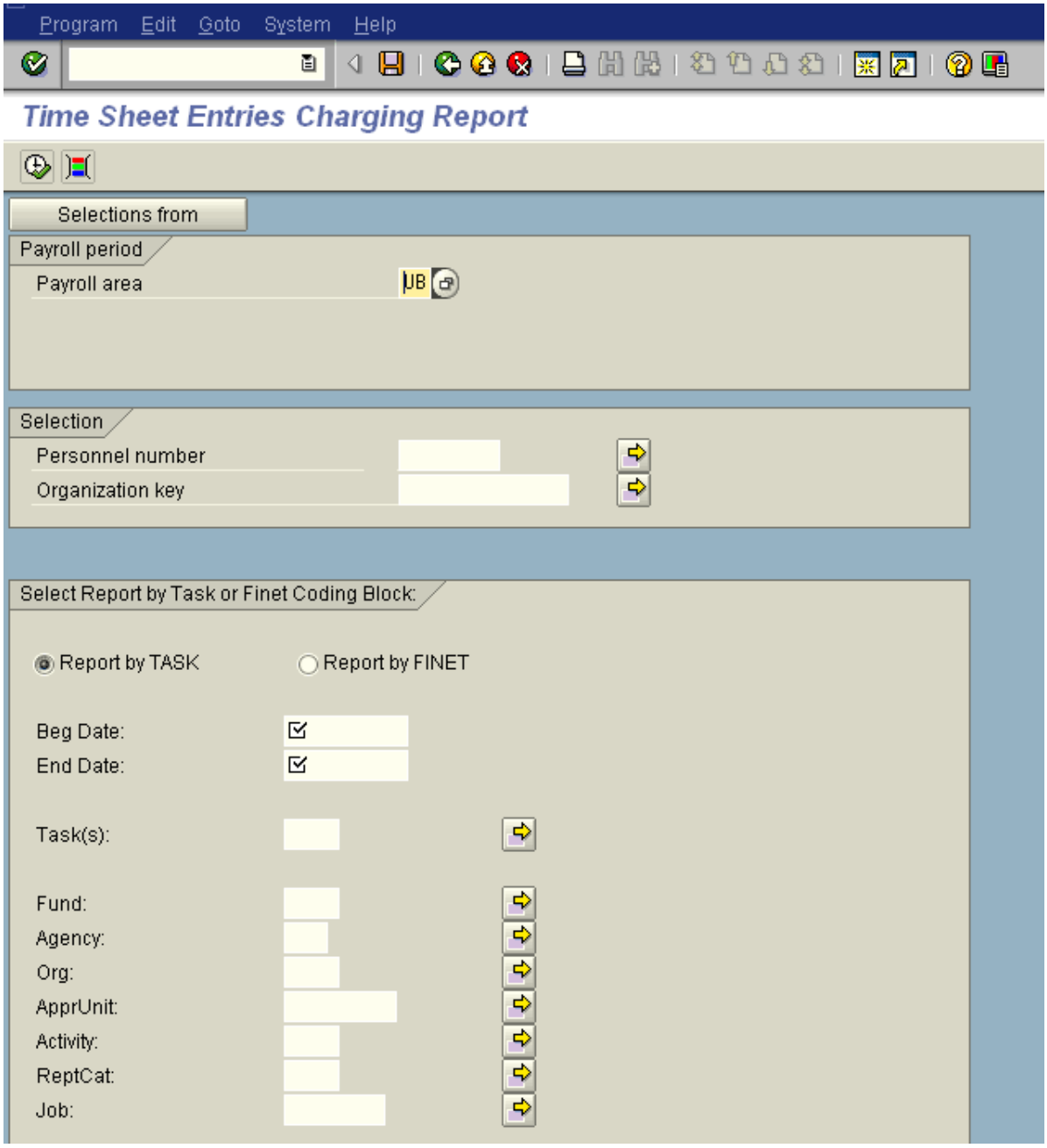
Business Process Procedure Overview
This report shows daily time entries by employee within task or FINET codes. The task version of the report shows task codes along with the employee's number, name, time type and/or wage type, hours and/or amounts, charge date, and the employee's home agency and org. The FINET version of the report shows FINET codes along with the same information contained in the task version of the report. Employees' time is charged to FINET codes either by direct entry or by default. Time entry may be performed by time clerks or by employees themselves. Employees can only enter their own time via the Employee Self Service (ESS) System. The FINET codes associated with employees' time may be entered using the charging time entry screen. Time can also be entered using the non-charging screen and then charged automatically to the employees' default FINET codes. Employees may also charge time by task. Tasks are defined by each agency and are not part of the FINET accounting system. Tasks are not recorded in the Labor Distribution File or in FINET. Time reporting by task can only be accomplished through this report. Entry of time by task can only be accomplished through ESS. Only employees who are entering their own time in ESS have the option to enter a task along with their hours.

Procedural Steps

1.1. Access transaction by:

Via Menu	Reports after Time Evaluation>Time Sheet Entries Charging Report
Via Transaction Code	Z_TIME_ENTRIES_CHARG
Via Favorites Menu	Time Sheet Entries Charging Report

Double click on "Time Sheet Entries Charging Report" and the following screen will appear:


Program Edit Goto System Help
Time Sheet Entries Charging Report
Selections from
Payroll period
Payroll area
UB
Selection
Personnel number
Organization key
Select Report by Task or Finet Coding Block:
Report by TASK
Report by FINET
Beg Date:
End Date:
Task(s):
Fund:
Agency:
Org:
ApprUnit:
Activity:
ReptCat:
Job:

Input – Available Fields	Field Value
Payroll area	UB
Personnel number	Employee Identification Number of the employee or employees
Organization key	Agency, Low Org, and Distribution Code
Report by TASK or FINET	Used to select results by TASK or FINET coding block
Beg Date	The first day of the period to be included in the report
End Date	The last day of the period to be included in the report
Task(s)	Task code entered in the ESS system charged for the hours
Fund	The fund being charged for the hours
Agency	The agency being charged for the hours
Org	The low org being charged for the hours
ApprUnit	The appropriation unit being charged for the hours
Activity	The activity code being charged for the hours
ReptCat	The reporting category being charged for the hours
Job	The job being charged for the hours

1.2 **Specify the payroll area.** The screen defaults to the correct area, UB.

1.3 **Enter the "Personnel number" only if you want to report on specific employees. The "Personnel number" field may be left blank if using the agency "Organization key" to select all employees.** Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.4 **Enter the "Organization key" to select all employees within a specific organization. The key is comprised of the Agency code followed by a blank space, the Organization code, and the Distribution code of the employees for which you are reporting.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 400 and orgs with 01, enter 400 (space) 01*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.5 **Click on the radial button next to the desired report selection.** If you choose the Report by Task, time will be sorted and subtotaled by task for each employee and total time/amount for the task. (Remember, tasks can only be entered through ESS and if no tasks were entered, nothing will appear on the report.) If you choose the Report by FINET, the time/amount will be sorted and subtotaled by FINET code block for each employee.

1.6 **Beg Date -** Enter the first day to be included in the report. The date entered does not have to be the beginning of a pay period.

1.7 **End Date -** Enter the last day to be included in the report. The report may be run for any number of days, pay periods or years desired. However, if your selection criteria is too broad, your report will time out so as not to degrade response time.

1.8 **Task(s) -** Leave this box blank to include all tasks entered during the report period. To run the report for a specific task(s), enter the code in the Task(s) field. Enter more than one task by clicking on the arrow box next to the Task(s) field. A box appears that allows entry of multiple tasks.

1.9 **Fund -** Leave this box blank to include all funds entered during the report period. To run the report for a specific fund, enter the code in the Fund field. Enter more than one fund by clicking on the arrow box next to the Fund field. A box appears that allows entry of multiple funds. Funds must be valid in FINET.

1.10 **Agency -** Leave this box blank to include all agencies entered during the report period. To run the report for a specific agency, enter the code in the Agency field. Enter more than one agency by clicking on the arrow box next to the Agency field. A box appears that allows entry of multiple agencies. Agencies must be valid in FINET.

1.11 **Org -** Leave this box blank to include all low orgs entered during the report period. To run the report for a specific low org, enter the code in the Org field. Enter more than one low org by clicking on the arrow box next to the Org field. A box appears that allows entry of multiple low orgs. Orgs must be valid in FINET.

1.12 **ApprUnit -** Leave this box blank to include all appropriation units entered during the report period. To run the report for a specific appropriation unit, enter the code in the ApprUnit field. Enter more than one appropriation unit by clicking on the arrow box next to the ApprUnit field. A box appears that allows entry of multiple appropriation units. Appropriation units must be valid in FINET.

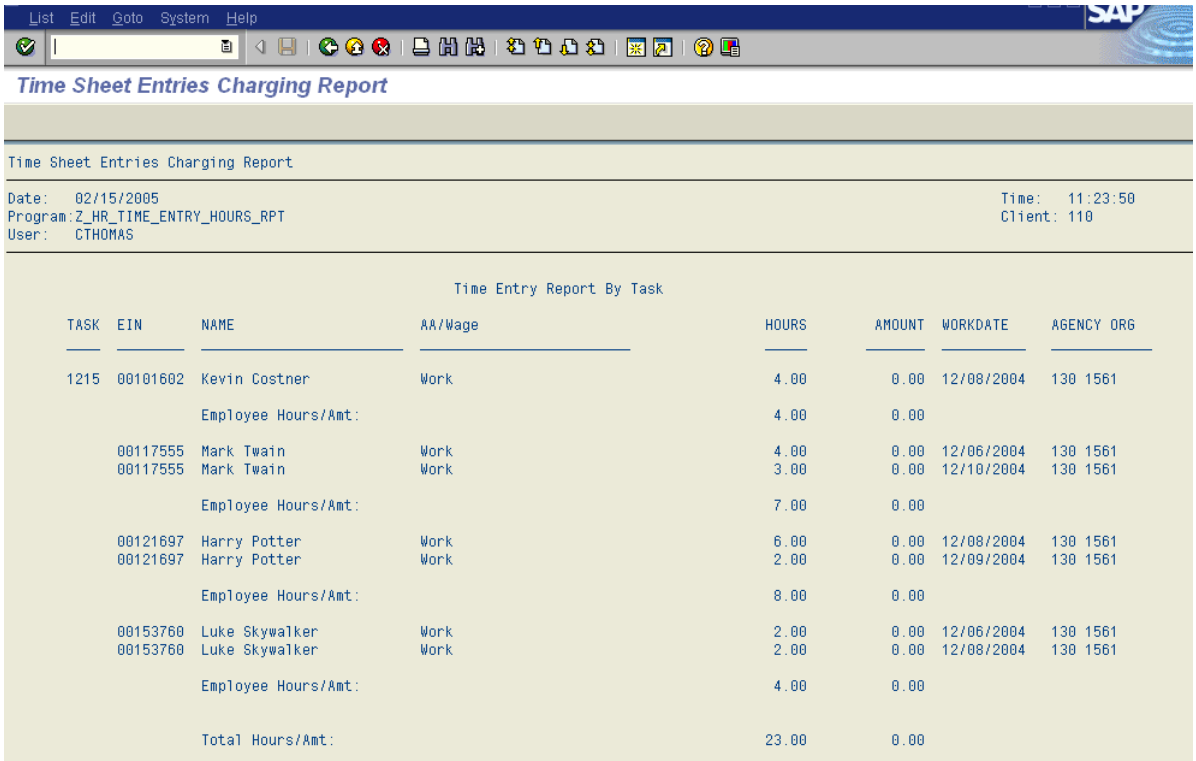
1.13 **Activity -** Leave this box blank to include all activity codes entered during the report period. To run the report for a specific activity code, enter the code in the Activity field. Enter more than one activity code by clicking on the arrow box next to the Activity field. A box appears that allows entry of multiple activity fields. Activity codes must be valid in FINET.

1.14 **ReptCat -** Leave this box blank to include all reporting categories entered during the report period. To run the report for a specific reporting category, enter the code in the ReptCat field. Enter more than one activity code by clicking on the arrow box next to the ReptCat field. A box appears that allows entry of multiple reporting categories. Reporting categories must be valid in FINET.

1.15 **Job -** Leave this box blank to include all jobs entered during the report period. To run the report for a specific job, enter the code in the Job field. Enter more than one job by clicking on the arrow box next to the Job field. A box appears that allows entry of multiple jobs. Jobs must be valid in FINET.

1.16 **Click on the Execute button in the upper left area that looks like a clock to view the report.** Examples of both types of reports are below.

Example of the Time Sheet Entries Charging Report with the option “Report by Task” selected.



List Edit Goto System Help

Time Sheet Entries Charging Report

Time Sheet Entries Charging Report

Date: 02/15/2005 Time: 11:23:50
Program: Z_HR_TIME_ENTRY_HOURS_RPT Client: 110
User: CTHOMAS

Time Entry Report By Task

TASK	EIN	NAME	AA/Wage	HOURS	AMOUNT	WORKDATE	AGENCY ORG
1215	00101602	Kevin Costner	Work	4.00	0.00	12/08/2004	130 1561
		Employee Hours/Amt:		4.00	0.00		
	00117555	Mark Twain	Work	4.00	0.00	12/06/2004	130 1561
	00117555	Mark Twain	Work	3.00	0.00	12/10/2004	130 1561
		Employee Hours/Amt:		7.00	0.00		
	00121697	Harry Potter	Work	6.00	0.00	12/08/2004	130 1561
	00121697	Harry Potter	Work	2.00	0.00	12/09/2004	130 1561
		Employee Hours/Amt:		8.00	0.00		
	00153760	Luke Skywalker	Work	2.00	0.00	12/06/2004	130 1561
	00153760	Luke Skywalker	Work	2.00	0.00	12/08/2004	130 1561
		Employee Hours/Amt:		4.00	0.00		
		Total Hours/Amt:		23.00	0.00		

The last page of the report generated with the “Task” option has a summary of the tasks. An example is below:

```
                                   Time Entry Report By Task
                         Date Range Selected: From 04/09/2005 To 04/23/2005

TASK  EIN      NAME                    AA/Wage                        HOURS      AMOUNT  WORKDATE    AGENCY ORG

Date:   05/10/2005                                                                                  Time:   14:31:44
Program:Z_HR_TIME_ENTRY_HOURS_RPT                                                                   Client: 210
User:   CTHOMAS                                                                                     page:       2
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```
                                   Time Entry Report By Task
                         Date Range Selected: From 04/09/2005 To 04/23/2005

TASK  EIN      NAME                    AA/Wage                        HOURS      AMOUNT  WORKDATE    AGENCY ORG

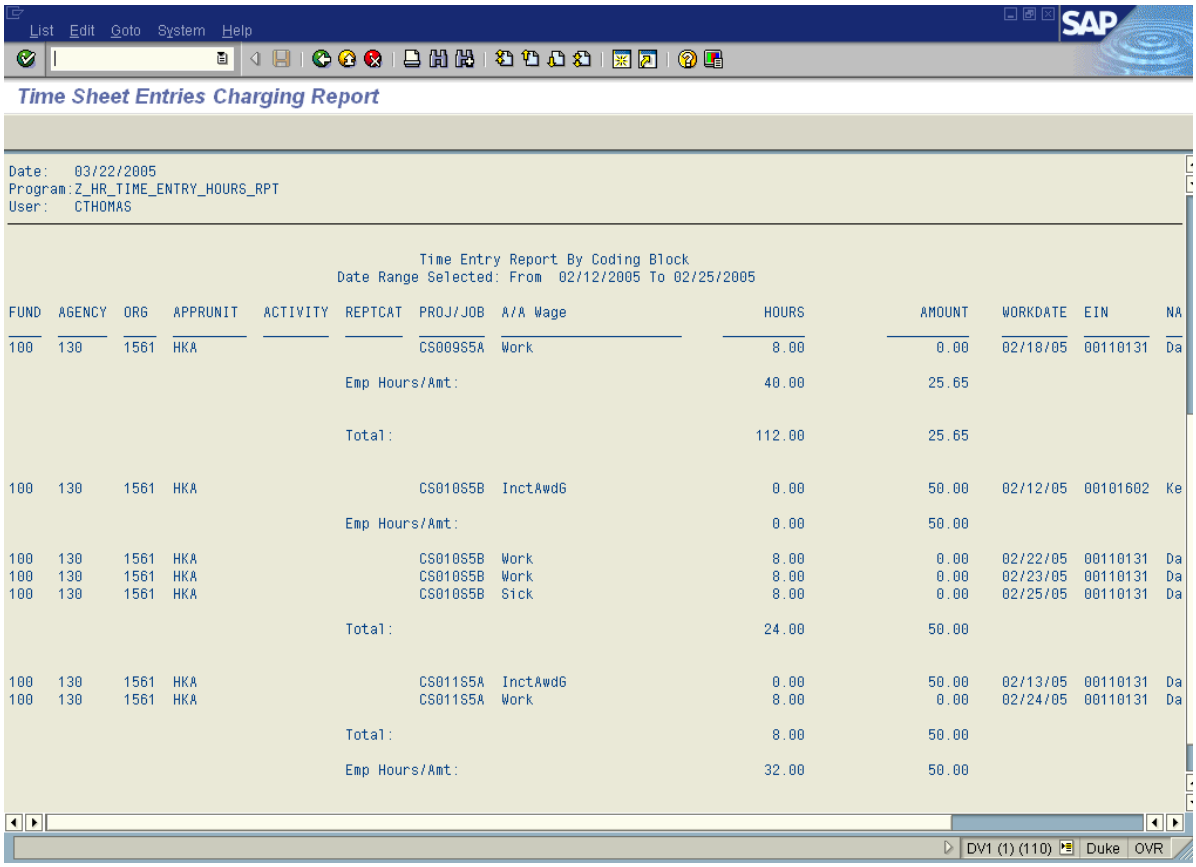
                Employee Hours/Amt:                                   16.00        0.00

                Total Hours/Amt:                                      16.00        0.00

                Task Summary
                Task                                                  Hours
                1120                                                  56.00
                1215                                                  40.00
                3C33                                                  32.00
                4587                                                  24.00
                MILE                                                  16.00

                                          END OF REPORT
```

Example of the Time Sheet Entries Charging Report with the option “Report by FINET” selected.



List Edit Goto System Help

Time Sheet Entries Charging Report

Date: 03/22/2005
Program: Z_HR_TIME_ENTRY_HOURS_RPT
User: CTHOMAS

Time Entry Report By Coding Block
Date Range Selected: From 02/12/2005 To 02/25/2005

FUND	AGENCY	ORG	APPRUNIT	ACTIVITY	REPTCAT	PROJ/JOB	A/A Wage	HOURS	AMOUNT	WORKDATE	EIN	NA
100	130	1561	HKA			CS009S5A	Work	8.00	0.00	02/18/05	00110131	Da
					Emp Hours/Amt:			40.00	25.65			
					Total:			112.00	25.65			
100	130	1561	HKA			CS010S5B	InctAwdG	0.00	50.00	02/12/05	00101602	Ke
					Emp Hours/Amt:			0.00	50.00			
100	130	1561	HKA			CS010S5B	Work	8.00	0.00	02/22/05	00110131	Da
100	130	1561	HKA			CS010S5B	Work	8.00	0.00	02/23/05	00110131	Da
100	130	1561	HKA			CS010S5B	Sick	8.00	0.00	02/25/05	00110131	Da
					Total:			24.00	50.00			
100	130	1561	HKA			CS011S5A	InctAwdG	0.00	50.00	02/13/05	00110131	Da
100	130	1561	HKA			CS011S5A	Work	8.00	0.00	02/24/05	00110131	Da
					Total:			8.00	50.00			
					Emp Hours/Amt:			32.00	50.00			

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Note: Due to screen print limitations the above example does not show the complete report. The employee name and home agency org appear to the right of the EIN column.

1.17 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

2 The report heading contains the following information:

- The report title
- Date the report was run
- Program name
- User ID
- Time the report was run
- Client is the production system

2.2 The columns on the report using the task option are listed below with a brief description.

TASK	The task being charged for the hours/amount
EIN	The employee's identification number.
NAME	The employee's name.
AA/Wage	The attendance/absence or wage type
HOURS	Number of hours charged to the task
AMOUNT	Dollar amount of the wage type charged to the task
WORKDATE	Date the attendance/absence type or wage type was entered on.
AGENCY ORG	The agency/org being charged for the hours/amount.

2.2 The columns on the report using the FINET option are listed below with a brief description.

FUND	The fund being charged for the hours/amount
AGENCY	The agency being charged for the hours/amount
ORG	The low org being charged for the hours/amount
APPRUNIT	The appropriation unit being charged for the hours/amount
ACTIVITY	The activity being charged for the hours/amount
REPTCAT	The reporting category being charged for the hours/amount
PROJ/JOB	The project or job being charged for the hours/amount
A/A Wage	The attendance/absence type or the wage type being charged to the FINET code blocks
HOURS	Number of hours entered charged to FINET code blocks
AMOUNT	Amount of wage type entered
WORKDATE	The date the attendance/absence type or a wage type is entered on
EIN	The employee's identification number
NAME	The employee's name
HOME AGORG	The employee's home agency and org