

Useful Reports to Review Time Entered and Absence

NOTE: Absence will only show on the reports after it has been approved and the absence process has run; the absence process runs immediately before TA; refer to the supervisor quick guide for more information about the absence and TA processes

The screenshot displays the HRS Self Service portal interface. On the left, a navigation menu is visible with 'Time and Labor' and 'Reports' highlighted in red. The main content area, titled 'Main Menu > Time and Labor > Reports', contains a grid of report tiles. The 'TimeCard' report tile is circled in black, as is the 'Payable Time Report' tile. Other visible report tiles include Payable Status, Labor Report, Overtime & Comp Time Report, Schedule Definition Report, Time Clock & Web Entry Report, Timesheet Report, Comp Payable Time to PaySheet, and View Weekly/Daily Schedules.

TimeCard Report

Review details of reported, payable time, absence, and exceptions for time reporters you supervise. Payable time shows total hours by day for each time reporting code.

This report is only useful prior to approving any time.

Once any time has been approved the Payable Time Report or the Payable Time Summary View will be more useful.

My UW System Portal > HRS Self Service Links > Approve Payable Time (for supervisors only) > Manager Self Service > Time and Labor > Reports > TimeCard

Payable Time Report

Lists all payable time, including approved absence requests, by total hours per day for each time reporting code; the data on this report can also be found on many of the views within HRS such as Approve Time, Payable Time Summary or Payable Time Detail.

Report can be run to include all employees you supervise or for just one specific employee.

My UW System Portal > HRS Self Service Links > Approve Payable Time (for supervisors only) > Manager Self Service > Time and Labor > Reports > Payable Time Report

Sample TimeCard Report

Report ID: TL002

PeopleSoft
TimeCard Report

Page No. 1
Run Date 03/23/2012
Run Time 16:37:52

For the period 03/11/2012 through 03/24/2012

Employee ID:
Name:
Job Title:
Department:



REPORTED PUNCH TIME DETAIL

Date/Time	Day	Type	Time Zone
03/12/2012 08:15 AM	Monday	IN	CST
03/12/2012 04:30 PM	Monday	OUT	CST
03/13/2012 08:00 AM	Tuesday	IN	CST
03/13/2012 04:45 PM	Tuesday	OUT	CST
03/14/2012 08:00 AM	Wednesday	IN	CST
03/14/2012 04:45 PM	Wednesday	OUT	CST

REPORTED PUNCH TIME DETAIL

Will only show for those with punch timesheets; If dates show in this area it means employee did go into timesheet and submit their time; does not include medium or high exceptions

REPORTED ELAPSED TIME DETAIL

Will only show for those with elapsed timesheets; If dates show in this area it means employee did go into timesheet and submit their time; does not include medium or high exceptions

REPORTED ELAPSED TIME DETAIL

Date Under Report	Quantity	Type	Description	Time Rptg Code
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PAYABLE TIME

Date Under Report	Quantity	Type	Description	Time Rptg Code	Payable Status
03/12/2012	8.250000	Hours	Regular Hours	REG00	Needs Appr
03/13/2012	8.750000	Hours	Regular Hours	REG00	Needs Appr
03/14/2012	8.750000	Hours	Regular Hours	REG00	Needs Appr
03/15/2012	7.500000	Hours	Regular Hours	REG00	Needs Appr
03/16/2012	6.750000	Hours	Regular Hours	REG00	Needs Appr
03/16/2012	2.750000	Hours	Comp Time Earned 1.5	CT150	Needs Appr
03/19/2012	8.000000	Hours	Regular Hours	REG00	Needs Appr
03/20/2012	8.500000	Hours	Regular Hours	REG00	Needs Appr
03/21/2012	4.250000	Hours	Regular Hours	REG00	Needs Appr
03/22/2012	8.000000	Hours	Regular Hours	REG00	Needs Appr
03/23/2012	8.000000	Hours	Regular Hours	REG00	Needs Appr

Total for Amounts: 0.000000
Total for Units: 0.000000
Total for Hours: 79.500000

PAYABLE TIME

Indicates what hours have been processed to be approved by supervisor; does not include medium or high exceptions; pre-populated schedule will automatically push to payable time for approval regardless of whether employee went into timesheet and hit the submit button

OUTSTANDING EXCEPTIONS

Date	Exception
03/13/2012	Late IN Punch
03/14/2012	Late IN Punch
03/15/2012	Late IN Punch
03/15/2012	Early Out Punch
03/16/2012	Late IN Punch

OUTSTANDING EXCEPTIONS

Indicates exceptions that still exist on timesheet; need to allow or fix these exceptions before hours will be pushed to payable time for approval

NOTE: Late IN/Out Punches and Early IN/Out Punches (Low exceptions) are automatically pushed to payable time for approval; do not need to allow low exceptions to approve time

Sample Payable Time Report

Report ID: UWTLR002
Run Cntl ID: test

University of Wisconsin System
PAYABLE TIME REPORT (DETAIL)

Page No: 1
Run Date: 04/05/2011
Run Time: 15:15:09

Business Unit: UWMSN UW Madison
Department: A778000 Police-Security Officers
Empl Class: All
From: 02/27/2011 To: 03/05/2011

Date	Empl ID	Empl Rcd Nbr	Working Title	TRC	Description	Hours Worked	Payable Time Status	Time Approver	Estimated Pay
02/28/2011	██████████	0	FINANCIAL SPEC 4	REG00	Regular Hours	8.00	NA		0.00
03/01/2011	██████████	0	FINANCIAL SPEC 4	REG00	Regular Hours	8.00	NA		0.00
03/02/2011	██████████	0	FINANCIAL SPEC 4	REG00	Regular Hours	8.00	NA		0.00
03/03/2011	██████████	0	FINANCIAL SPEC 4	REG00	Regular Hours	8.00	NA		0.00
03/04/2011	██████████	0	FINANCIAL SPEC 4	REG00	Regular Hours	8.00	NA		0.00

PAYABLE TIME REPORT NOTES

This report shows total payable hours per time reporting code (TRC) per day and the status of those payable hours (payable time status).

The payable time report will not show whether or not an employee has actually gone into the timesheet and submitted hours. It will show all automatic scheduled hours as payable time to approve.

This report does not show exceptions.

Report Basic Definitions

Navigation: Time and Labor>Reports>Payable Status

Audience: Payroll Coordinators, Supervisor, Service Center

Frequency: This report will be run each pay processing week (especially Tue/Wed of the processing week)

Description: This report lists all Payable Time for a range of dates to provide the manager with a picture of processed and unprocessed time.

Common Payable Status Codes

NA – Needs Approval. Set by Time and Labor. This status means payable time requires approval from a manager (supervisor) before it can be processed by Payroll.

AP – Approved. Set by Time and Labor. This status means payable time has been approved and is now ready to be processed by Payroll.

TP – Taken by Payroll. Set by Payroll. This indicates that the payable time has been accepted by payroll and is being processed.

RP – Rejected by Payroll. Set by Payroll. This indicates that errors have been found and payable time has been rejected.

NP – No Pay. Set by Project Costing (Financials) only. Indicates that the payable time is not going to Payroll and is closed.

How to Set Up and Run Time and Labor Reports

This section explains how to run Time and Labor reports. The navigation to Time and Labor reports is Time and Labor>Reports. The screen print below displays the Time and Labor Reports menu and report items.

The screenshot displays the PeopleSoft interface. On the left, the 'Menu' is expanded to show 'Time and Labor' and 'Reports'. Two black arrows point to these items. The main content area shows the 'Reports' page with a grid of report items. The grid contains the following items:

Report Name	Description
Payable Status	Review details of payable time sorted by payable status.
TimeCard	Review details of reported and payable time and exceptions for time reporters.
Labor Report	List Employees Time and Labor
Overtime & Comp Time Report	List employees who have multiple jobs where the total hours worked is more than 40 hours/week based on TRC code.
Schedule Definition Report	Lists all schedules that are entered in the system
Time Clock & Web Entry Report	Time Clock & Web Entry Online Report
Timesheet Report	Detailed information about a time reporter's scheduled time
Comp PayableTime to PaySheet	Lists discrepancies between Payable Time and what is loaded into Paysheets
View Weekly/Daily Schedules	View Weekly/Daily Schedules
Payable Time Report	Lists all payable time with applicable statuses

Time and Labor reports are executed using an online interface page called a run control. The run control page may include fields or parameters used to run the report. Information entered and saved on the run control page belong to the user and can be reused for future runs of the report. To get an idea of how run controls work lets take the Timecard Report as an example. To run this report the first thing you need to do is find it on the Peoplesoft menu under Time and Labor>Reports>Timecard Report. The first page displayed is the search page. On this page you can either lookup run-controls you have already created or you can create a new one. The section below explains how to use the run control search page.

Add a New Run Control

To add a run control click the 'Add Value' tab at the top of the page. Enter a name for the run control that you will remember and makes sense to you. Once you name the Run Control, you are unable to change it. Click the Add button.

The screenshot shows a web application interface for configuring a TimeCard report. On the left, a 'Menu' sidebar is visible, listing various system functions. Under the 'Reports' section, 'TimeCard' is selected. The main content area is titled 'TimeCard' and features two tabs: 'Find an Existing Value' (highlighted) and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:'. A yellow 'Add' button is positioned below the input field. At the bottom of the main content area, there are two blue links: 'Find an Existing Value' and 'Add a New Value'.

The next page is the run control page for the Timecard report. On this page the user can decide what information they would like to see on the report. In this case, the report can be generated based on a date range and/or limited to a specific list of employees.

Find an Existing Run Control

Below is the run control search page. Run controls are uniquely identified by a run control id and are tied to an individual user. There are several ways you can search for your run controls.

TimeCard

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. The easiest way to search for a run control is to just leave the run control field blank and press the SEARCH button. This will retrieve all of your run controls. Then all you have to do make a selection from the list.
2. If you know the run control id you are going to use simply type it into the run control id field and press the search button.
3. To narrow the list of run controls you can use partial strings to perform a search. Simply enter in a partial string then press the SEARCH key. The system will retrieve all run controls that match the string you entered. To further refine your search you can use the search options located in the drop down box on the left hand side for the run control field. The screen print below shows a partial search. The system returned all run controls beginning with the string 'tes'.

The screenshot shows the TimeCard search interface. On the left is a navigation menu with categories like Self Service, Manager Self Service, Recruiting, Workforce Administration, Benefits, Compensation, Stock, Time and Labor, and Reports. The 'TimeCard' option is selected. The main area contains the search form with the 'Run Control ID' field set to 'begins with tes'. Below the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with 3 results:

Run Control ID	Language Code
test	English
test1	English
test2	English

At the bottom of the search results, there are links for 'Find an Existing Value' and 'Add a New Value'.

If you want to review report processes that you have already run, select one of your existing run controls. This will take you to the run control page. Select the process monitor link in the upper right corner of the page. The process monitor page lists all the processes you have executed. Examples of both the run control and process monitor pages can be found in the 'Add a Run Control' section of the document.

Running a Report (Run Control)

On run controls some information is required meaning that you cannot run the report without entering it. If you encounter a required field the system will prompt you to enter data and will not allow you to run the report until it has been populated. Optional fields on the other hand can be left blank. All fields are basically used to narrow the information on the report. So it is important to keep in mind that if these fields are not entered the data returned is not filtered and the report generated may include large amounts of data.

Once you have entered the information you want to use to run the report click the RUN button at the top of the page. Clicking the RUN button automatically saves the run control under your user-id and takes you to the process scheduler page to run the report. Click the SAVE button if you wish to just save the run control and not run the report.

TimeCard

Run Control ID: test [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Run Control Parameters

Start Date: 01/01/2010 End Date: 01/31/2011

Employees To Process [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

EmpID	Empl Rcd Nbr	Group ID	*Include/Exclude Indicator
	0		Include

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Clicking the RUN button takes you to the process scheduler page. All reports and batch processes are run through an application called the process scheduler. The process scheduler passes the information entered on the run control to the report process then executes the report and provides the results.

Below is the process scheduler page for the Timecard report.

Process Scheduler Request

User ID: BBROWN5 [Run Control ID: test](#)

Server Name: PSUNX Run Date: 04/05/2011

Recurrence: Run Time: 11:47:02AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for the Time Card Report	TL_TMCRD_RPT	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

The process scheduler page lists the report process and description for the Timecard report. Make sure the process has been selected. Enter PSUNX as the server name then press the OK button. This will start the process to run and the system transfers you back to the Timecard run control page. Before a process is started the process scheduler assigns what is called a process instance number. This number uniquely identifies each process in the schedule and can be used to track the process from start to finish. The process instance number for the run will display at the top right hand corner of the run control page. See screen print below.

TimeCard

Run Control ID: test [Report Manager](#) **Process Monitor** [Run](#)

Language: English Process Instance:20867

Run Control Parameters

Start Date: 01/01/2010 End Date: 01/31/2011

Employees To Process Find | View All | First 1 of 1 Last

EmplID	Empl Rcd Nbr	*Include/Exclude Indicator
BBBROWN5	0	Include

Save Return to Search Previous in List Next in List Notify Add Update/Display

Use the process monitor to check the status of the run and retrieve the results the process. To access the process monitor click the process monitor next to the RUN button. The screen print below shows the report process 20868 in the process list.

Process List [Server List](#)

View Process Request For

User ID: BBBROWN5 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	20868		SQR Report	TL002	BBROWN5	03/31/2011 5:13:47PM CDT	Success	Posted	Details
<input type="checkbox"/>	20867		Application Engine	TL_TMCRD_RPT	BBROWN5	03/31/2011 5:10:00PM CDT	Success	Posted	Details
<input type="checkbox"/>	20819		Application Engine	PSQUERY	BBROWN5	04/01/2011 11:54:45AM CDT	Queued	N/A	Details
<input type="checkbox"/>	20815		Application Engine	PSQUERY	BBROWN5	03/31/2011 11:39:32AM CDT	Success	Posted	Details

[Go back to TimeCard](#)

Save Notify

[Process List](#) | [Server List](#)

The most important things to watch is the run status and distribution status. In this case the run status indicates 'success' meaning that the process has completed successfully. Below are a list of run statuses and the order in which they occur. Click the Refresh button to get the current status of the process.

Run status:

- **Queued:** This means the process is waiting to run.
- **Initialized:** The process has been picked up by the scheduler is about to start.
- **Running:** The process is running.
- **Success:** The process has completed successfully.
- **Error:** The process has ended with an error.

After a process completes the results are generated and posted to the process instance. The distribution status usually displays posting or posted. Posting means the results are being written and **posted** means the **posting** process has completed. Once the results are **posted** click the **Details** link to get the results. This takes you to the Process Detail page. This page includes all kinds of information pertaining to the run instance. To get the results click the **View Log/Trace** link at the bottom of the page.

Process Detail

Process

Instance: 20868	Type: SQR Report
Name: TL002	Description: TimeCard Report
Run Status: Success	Distribution Status: Posted

Run Update Process

Run Control ID: test	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time Actions

Request Created On: 03/31/2011 5:13:48PM CDT	Parameters Transfer
Run Anytime After: 03/31/2011 5:13:47PM CDT	Message Log
Began Process At: 03/31/2011 5:14:06PM CDT	Batch Timings
Ended Process At: 03/31/2011 5:14:14PM CDT	View Log/Trace

OK Cancel

View Log/Trace

Report

Report ID: 15530 **Process Instance: 20868** [Message Log](#)
Name: TL002 Process Type: SQR Report
Run Status: Success

TimeCard Report

Distribution Details

Distribution Node: hrdev Expiration Date: 04/07/2011

File List

Name	File Size (bytes)	Datetime Created
SQR_TL002_20868.log	1,655	03/31/2011 5:14:14.000000PM CDT
tl002_20868.PDF ←	3,241	03/31/2011 5:14:14.000000PM CDT
tl002_20868.out	0	03/31/2011 5:14:14.000000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	BBROWN5

Return

Then select the **tl002_20868.PDF** link to retrieve the Timecard report. From here you can save the pdf to your hard drive for future reference.

****Wild Cards** A wild card allows you to specify a partial string for a field. Wild cards can be helpful in finding all values that match specific patterns in a string. To specify a wild card, type a partial string in the field. The wild card symbol (%) can be placed anywhere in a string. For example, if you are looking for deptid's that begin with '10' then you would enter 10% as a wild card. This would all values beginning with '10'. Such as 10999 or 10233. The next example shows how a wild card can be used to find an impeded pattern. Eg. %10% would return all values with '10' embedded. 20103 and 1958104 would match this wild card. Wild cards can also be used to find values that end with a pattern. Eg. %10 would return all values with '10' at the end. 90310 and 33310 are strings would match.