Missing Timesheet Report

Overview

The Missing Timesheet Report is accessible from the Reports tile of the People First system. The report provides agencies the ability to identify employees that have **missing time** during a selected period. The report can produce data up to 18 months back. The data in this report is updated with current approvals near real time and will completely refresh once a week on Sunday. New employees are added to the report on the Sunday refresh.

Definitions

The report includes the following fields:

- Org Code – 24-digit HR Org Code from the employee's position record
- Appointment ID – employee's People First Appointment ID number
- Period Begin Date – Pay period begin date for the period containing missing time; format is MM/DD/YYYY
- Period End Date – Pay period end date for the period containing missing time; format is MM/DD/YYYY
- Employee Name – Employee's last name, first name and middle initial
- OT Eligibility – "Y" if employee is eligible for overtime and "N" if employee is not eligible for overtime
- Pay Plan – Pay plan for the selected position record
- Work Week – The FLSA Work Period for the selected record (i.e., 40-hour FLSA Week)
- Contract Hours – Employee's contract hours for the period contained on the report
- Apprvd Time Worked – Number of approved Work – Regular hours (hours type 1000) and Call Back hours (hours type 1004, 1014, 1024, 1034 and 1044) that are approved on the employee's timesheet for the period contained on the report
- Approved Leave Time – Number of approved leave hours that are approved on the employee's timesheet for the period contained on the report
- FTE – Full-time equivalent from the employee's Pay Information record
- Flex – "Y" if flex schedule exists and blank if flex schedule does not exist
- Last Action Date – Date of the employee's last PAR in MM/DD/YYYY format
- Last Actn Descptn – Description of the last PAR processed on the employee
- Time Entered – Number of hours, including the total hours of all hours types, except On-Call hours (hours type 1002), Mentor/Volunteer Unpaid hours (hours type 1008), Work – CS Extraordinary Pay (hours type 1016), Work –

SES Extraordinary Pay (hours type 1017) and FNA Hours (hours type 1018) which have been entered on timesheet but not submitted and/or approved

- Time Submitted – Number of hours, including the total of all hours types, except On-Call hours (hours type 1002), Mentor/Volunteer Unpaid hours (hours type 1008), Work – CS Extraordinary Pay (hours type 1016), Work – SES Extraordinary Pay (hours type 1017) and FNA Hours (hours type 1018) which have been submitted on the timesheet but not approved
- Position – Position number for the selected record
- FLAIR Org – FLAIR Org from employee's position for the selected record
- FLAIR Org Name – FLAIR org name from the position for the selected record
- Org Code Name – Org code name from the position for the selected record
- Supervisor Name – Employee's supervisor name or will display VACANT if position is vacant or blank if there is no supervisory position
- Supervisor Position – Supervisor's position number or will be blank if vacant or no supervisor position
- Run Date – Date on which the data for the report was extracted for reporting; format is MM/DD/YYYY

Filters

The report uses the following filters:

- Timesheet Date (from – to) – Required filter; enter a timesheet from date to process the report in MM/DD/YYYY format; enter a timesheet to date to process the report in MM/DD/YYYY format. If the date range is entered for more than 18 months back, an error message will display
- Appointment ID – Optional filter. Report defaults to all employees in the filter criteria (OLO Code, Timesheet Date, etc). To process the report for one employee, enter the employee's People First Appointment ID.
- Agency – Required filter; will default to your agency's OLO code.
- Payroll Area (from – to) – Optional filter. To process the report for one payroll area, select the payroll area in the "from" payroll area field. To process the report for a range of payroll areas, select a payroll area in both the "from" and "to" payroll area fields.
- Employee Group (from – to) – Optional filter. To process the report for one employee group, enter the employee group in the "from" employee group field. To process the report for a range of employee groups, enter an employee group in both the "from" and "to" employee group fields.
- Org Code - (from-to) – Optional filter. To process the report for one org code, enter the org code in the "From" and the same org code in the "To" org code fields. To process the report for a range of org codes, enter an org code in both the "from" and "to" Org Code fields.

Sort Hierarchy

The report uses the following sort sequence:

- Org Code
- Appointment ID
- Period Begin Date

Authorization

Users with a security role of A, B, C, D, F, G, H, I, K, M, N, S, T, U, X and Y will be able to process this report.

Process Steps

Step 1: Select Manager landing page > Reports > Time and Attendance Reports

Step 2: Select Missing Timesheet Report

Step 3: Select/Enter the filter values

Step 4: Select Run Report button

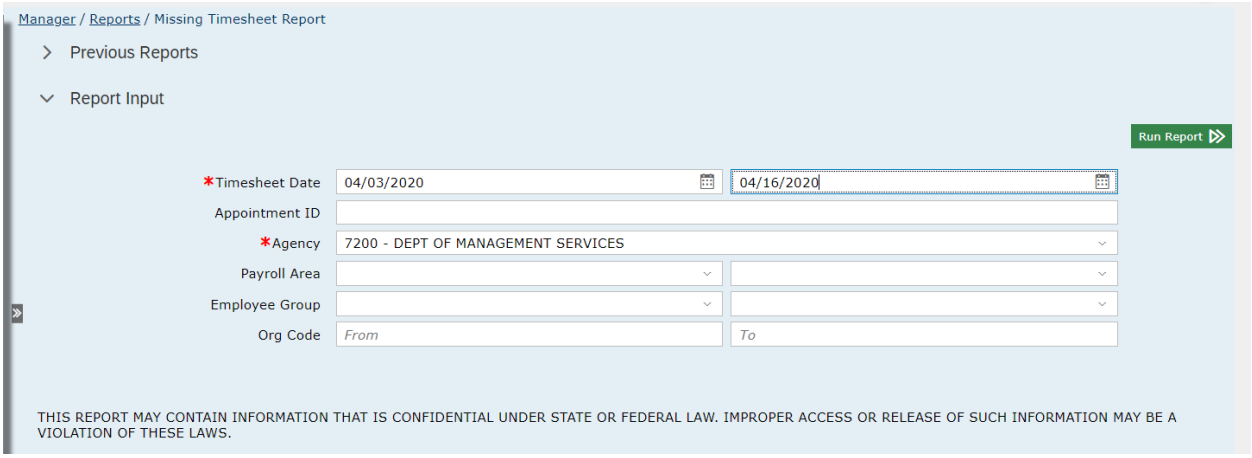
If the report finishes in **less** than three minutes, the report details display in a grid. To view the report as a PDF, select Export to PDF. To view the report in Excel, select Export to Excel. PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

If the report takes **more** than three minutes, you will receive a message that you can access the report in the Previous Reports section. The report will be available in the Previous Reports section with the status of the report shown in the Processed column. If a red circle is displayed, the report is still processing. If a green circle is displayed, select View to access the report details.

If there is no data available for the report criteria, you will receive a message stating "No records found" If you enter invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

Report Selection Criteria Sample

Below is a sample of the report selection criteria screen and the available filters:



Report Sample For best results, print this report as landscape, letter size. Below is a sample of an Adobe Acrobat (PDF) report.

RUN DATE: 05/05/2025 13:56:24
PAGE: 1

MISSING TIMESHEET REPORT
DEPARTMENT OF MANAGEMENT SERVICES

ORG CODE	APPT ID	EMPLOYEE NAME	POSITION	PAY PERIOD BEGIN DATE	OT ELIGIBILITY	WORK WEEK	APPROVED TIME WORKED	FTE	LAST ACTION DATE	TIME ENTERED	FLAIR ORG
ORG CODE NAME	RUN DATE	SUPERVISOR NAME	SUPERVISOR POSITION	PAY PERIOD END DATE	PAY PLAN	CONTRACT HOURS	APPROVED LEAVE TIME	FLEX	LAST ACTION DESCRIPTION	TIME SUBMITTED	FLAIR ORG NAME
72020001000000000000000				04/11/2025	Y	40	0.00	1.00	07/01/2024	0.00	72010106000
DIV. OF ADMINSTRATION-DIRECTOR'S OFFICE	05/04/2025			04/17/2025	08	40	0.00		PAY CHANGE	40.00	PLANNING AND BUDGETING OFFICE
72020001000000000000000				04/18/2025	Y	40	0.00	1.00	07/01/2024	0.00	72010106000
DIV. OF ADMINSTRATION-DIRECTOR'S OFFICE	05/04/2025			04/24/2025	08	40	0.00		PAY CHANGE	40.00	PLANNING AND BUDGETING OFFICE
72820100000000000000000				04/11/2025	Y	40	0.00	1.00	01/31/2025	0.00	72920101200
PERC COMMISSION	05/04/2025			04/17/2025	08	40	0.00		PAY CHANGE	40.00	PERC - TRUST FUND
72820100000000000000000				04/18/2025	Y	40	0.00	1.00	01/31/2025	0.00	72920101200
PERC COMMISSION	05/04/2025			04/24/2025	08	40	0.00		PAY CHANGE	40.00	PERC - TRUST FUND
72820101000000000000000				04/11/2025	Y	40	0.00	1.00	01/31/2025	0.00	72920101200
P.E.R.C. - Trust Fund	05/04/2025			04/17/2025	08	40	0.00		PAY CHANGE	40.00	PERC - TRUST FUND
72820101000000000000000				04/18/2025	Y	40	0.00	1.00	01/31/2025	0.00	72920101200
P.E.R.C. - Trust Fund	05/04/2025			04/24/2025	08	40	0.00		PAY CHANGE	40.00	PERC - TRUST FUND
72010103000000000000000				04/11/2025	N		0.00	1.00	08/15/2024	0.00	72010101800
DEPARTMENTAL CIO'S OFFICE	05/04/2025			04/24/2025	01	80	0.00		NAME CHANGE	0.00	DEPARTMENTAL CIO'S OFFICE
72010200000000000000000				04/11/2025	N		0.00	1.00	10/11/2024	80.00	72010103000
GENERAL COUNSEL'S OFFICE	05/04/2025			04/24/2025	08	80	0.00		ORIG SES/SMS/ELECT/APPT NEW P	0.00	GENERAL COUNSEL'S OFFICE
72010200000000000000000				04/14/2025	N		0.00	1.00	04/14/2025	72.00	72010103000
GENERAL COUNSEL'S OFFICE	05/04/2025			04/24/2025	08	72	0.00		ORIG APPT - SES/SMS/ELECT/APPT	0.00	GENERAL COUNSEL'S OFFICE

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