

Timesheet Information Report

Overview

The Timesheet Information report will identify all of the timesheet details (time worked, leave used, observed holidays, charge object(s) and timesheet status). The report may be run for an entire agency during a specific pay period or for one employee for a period of time when an employee Appointment ID is entered. There must be timesheet entries on the timesheet for the date range entered in the date from-to field filter.

The report returns both a PDF and Excel format when processed.

Definitions

The report includes the following fields:

- Appointment ID – Employee’s appointment ID
- Last Name – Employee’s last name
- First Name – Employee’s first name
- MI – Employee’s middle initial
- Agency – OLO
- Org Code – 24-digit HR Org Code from the employee’s position during the period requested
- FLAIR Org Code – FLAIR Org Code from the employee’s position during the period requested
- Group – Employee Group from the employee’s position during the period requested
- Work Week – FLSA work week hours for included employees, from the employee’s position during the period requested
- Pay Cycle – Pay Cycle from the employee’s position during the period requested
- Position # - Position number assigned to the employee during the period requested
- Work Date – Timesheet work date
- Hours Type – The hours type used on the date on the timesheet
- Hours – The number of hours recorded for the work date and hours type
- Status –Timesheet status text
- Approver – The last and first names of the timesheet approver
- Approval Date – The date the timesheet was approved

Timesheet Information Report

- Charge Object – Charge Object Code – Charge Object text or Project text – Activity – Sub-Activity

Filters

The report uses the following filters:

- Agency – Required filter; defaults to the agency's OLO code
- Appointment ID – Optional filter; enter an appointment ID of employee being searched for; Required filter – To process the report for period searched greater than one month
- Date (From-To) – Required filter; To process the report for one date, enter the date in the "From" and the same date in the "To" date fields. To process the report for a range of dates (pay period), enter a date in both the "From" and "To" Date fields
- Pay Cycle – Optional filter; To process the report for only one pay cycle select the cycle from the drop down list; to process the report for more than one pay cycle leave select a "From" and "To" the from the drop down; to process the report for all hours cycles leave the fields blank
- Employee Group - Optional filter; To process the report for only one group select the group from the drop down list; to process the report for more than one group leave select a "From" and "To" the from the drop down; to process the report for all groups leave the fields blank
- Processing Status - Optional filter; To process the report for only one status select the type from the drop down list; to process the report for more than one status select a "From" and "To" the from the drop down; to process the report for all statuses leave the fields blank
- Hours Type – Optional filter; To process the report for only one hours type select the type from the drop down list; to process the report for more than one hours types leave select a "From" and "To" the from the drop down; to process the report for all hours types leave the fields blank
- 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. Click the Refresh Values button to see all available org code selections.

Sort Hierarchy

The report uses the following sort sequence:

- Appointment ID
- Work Date
- Hours Type
- Charge Object
- Status
- Approver
- Approval Date

Timesheet Information Report

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

Process Steps **Step 1:** Select Manager landing page > Reports > Time and Attendance > Timesheet Information Report

Step 2: Select Timesheet Information Report

Step 3: Select/Enter the filter values

Step 4: Select Run Report

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.

Note Be sure to have KEYS turned ON to avoid report retrieval issue for filters trying to run by the code for specific transaction.

Report Selection Criteria Sample Below is a sample of the Selection Criteria screen and the available filters:

Report Sample For best results, print this report as landscape, letter size. Below is a sample of the Timesheet Information Report:

Timesheet Information Report

TIMESHEET INFORMATION REPORT
DEPARTMENT OF CITRUS

RUN DATE: 03/09/2021 13:06:22
 PAGE: 19



APPT ID	LAST NAME	FIRST NAME	MI	AGENCY	ORG CODE	FLAIR ORG	GROUP	WORK WEEK	PAY CYCLE	POSITION	WORK DATE	HOURS TYPE	HOURS	STATUS	APPROVER LAST NAME/ FIRST NAME	APPROVAL DATE	CHARGE OBJECT
				5700	57020300000	57101009001	2		UM	000212	02/05/2021	1000	8	Approved		03/08/2021	
				D 5700	57030100000	57101210001	2		UM	000119	02/05/2021	1000	8	Approved		03/01/2021	
				D 5700	57040100000	57101610001	2		UM	000278	02/05/2021	1000	8	Approved		03/08/2021	
				D 5700	57040100000	57101610001	2		UM	000112	02/05/2021	1000	8	Released for a			
				S 5700	57020301000	57101012001	2		UM	000220	02/05/2021	1000	6.5	Approved		03/01/2021	
				N 5700	57040100000	57101610001	2		UM	000192	02/05/2021	0052	8	Approved		02/26/2021	

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