



Report Categories

- Scheduler – only useful if using employee schedules
- Payroll – time and approved leave
- Project – time with bi-weekly project information
- Accruals – leave balances
- Miscellaneous – employee information, punch locations, and leave requests

Date Ranges

- Last Period (bi-weekly)
- This Period (bi-weekly)
- Last Month

1/6/2018 to 1/19/2018

Last Period

Categories

- Scheduler
- Payroll
- Project
- Miscellaneous
- Accruals

Manual

Open Weeks

TimeClock Week

TimeClock Week To Date

Today

Yesterday

Report Filters

Employee Filter

Job Code Filter

Project Filter

- Employee Filter
 - Recommendation: uncheck “Employee Status”

Employee Filter

Employee Status

Employee ID

- Employee ID is Oracle employee number, but search by name is available under “Select” (choose “Deselect All” before searching, because all employees are selected by default)

- Employee ID**
- Job Code
- Classification
- Department

Include ▾

1-9999999999

Example: 1-5,8,10-1000

Select

Select Employees

Feedback
Deselect all 18831 records

Search

Active only

< Page 1 >

Select All

Deselect All

Page 1 of 189

Select Employees

spock

Active only

Showing 1 records of 1 Selected 5 records

<input checked="" type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	9999986	Mister	Spock	9999986	ENTERPRISE	0	71

- Department, Location, and Manager are from the employee's primary assignment only
- Schedule Group is the payroll cycle; always check "Both" if using this filter option

- Classification
- Department
- Location
- Schedule Group**
- Manager
- Hire Date
- Days Employed

Showing 4 records of 4 Selected 2 records

<input type="checkbox"/>	Schedule Group↑
<input type="checkbox"/>	<< NONE >>
<input checked="" type="checkbox"/>	BI-WEEKLY
<input checked="" type="checkbox"/>	BOTH
<input type="checkbox"/>	MONTHLY

- Hire Date is "Original Hire Date" from HR system
- Classification is the employees total, active FTE (rounded); can be viewed in Individual Hours by clicking on employee's name

INDIVIDUAL HOURS ☆

Sort by: ID ↑ Employee Filter

Search

Hours Schedules Accruals

Showing 6 records of 6

9999981	Montgomery Scott
9999982	Hikaru Sulu
9999983	Leonard McCoy
9999984	Nyota Uhura
9999985	Pavel Chekov
9999986	Mister Spock

[Montgomery Scott](#)

Employee ID **9999981** Classification **35**
Manager **Empty** Job Code **Empty**
Department **ENTERPRISE** Rate **0.00**

Employee Profiles

- Job Code Filter: helpful for specifying one or more leave codes; can include or exclude

Filter Job Code

Include selected
Include selected
Exclude selected
< Page 1 >

Showing 1-100 records of 14013 Selected 2 records

<input type="checkbox"/>	Job Code ↑	Description
<input checked="" type="checkbox"/>	1	Annual Leave
<input checked="" type="checkbox"/>	2	Sick Leave
<input type="checkbox"/>	3	Bereavement Leave
<input type="checkbox"/>	4	Parental Leave
<input type="checkbox"/>	5	Administrative Leave
<input type="checkbox"/>	6	Jury Duty

- Project Filter: can include or exclude
 - Organization = department
 - Assignment
 - Employee Group
 - Project = project name as specified in HR system

Filter Project

Filter by Inclusion

Organization X

Assignment X

Employee Group X

Project X

X

Options and Settings

- Options apply to all reports run
 - Time, Date, Hour, and Name formats
 - Sorting options
 - Print options

Options



Time format

Date format *

Hour format Decimal places

Name format

Normalize employee names to same case

Normalize job code names to same case

* Some reports will display a short year or no year to conserve space

- Miscellaneous

First sort key

Second sort key

Third sort key

Default reporting period

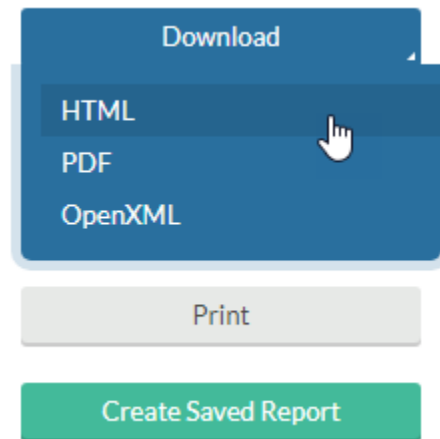
+ Print Options

[Expand all](#) [Collapse all](#)

- Settings are specific to the report being run
 - What to include: pay rates, approvals, user IDs, shift numbers, etc.
 - Default button resets these settings
 - Page Layout changes font, font size, and portrait/landscape of PDF

Download Options

- PDF
- HTML
- XML: opens in Excel



Group Hours: Many settings, filters, and download options similar to the Reports available

Specific Reports

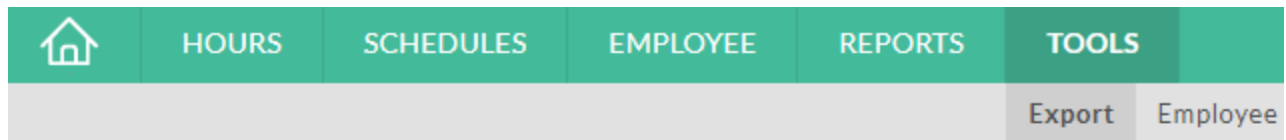
- Payroll
 - Complete Payroll: Date/Time In, Date/Time Out, Job Code, Hours, Total by Week (no Project information); includes approved leave; includes unapproved segments (but shows exceptions)
 - Approaching Overtime: can set proximity to overtime in Settings
 - Estimated Wages: sums estimated wages for the date range (including overtime and shift differential)
 - Settings include splitting by Job Code
 - Individual Exception
 - Identifies time segments pending approval (NOT pending leave requests)
 - Exceptions Filter in Settings: overtime, missed punches, conflicting shifts, etc.
 - Payroll Detail: individual segments worked by employees, including totals, job code rates, and break lengths
 - Payroll Summary: the total regular and overtime hours worked for each employee
- Project
 - Individual Costing Detail: a breakdown of hours by individual segment, for referencing which cost codes have been used over time
 - Individual Project Summary: segments by both job code and cost code, to provide a breakdown of jobs and tasks.
 - Project Punch Detail: most complete payment report for bi-weekly employees; displays which cost codes were used during each clock operation across the report period; many subtotal options
 - Project Summary: provides a total amount of regular and overtime hours used in each cost code throughout the reporting period
 - Project Summary by Employee: breaks down how many hours were worked in each job code by each employee throughout the reporting period

- Project Usage: summarizes all hours worked in each cost code by each employee throughout the reporting period
- Accruals
 - Accrual Usage: leave accrued and used totals for by employee and leave type
 - Under Settings, check the Forecast Accruals box to include approved leave requests in the remaining balances
 - Set the date range later to capture approved future leave requests
- Miscellaneous
 - Employee Information: can choose amongst almost all employee fields in TimeClock Plus, including leave accrual information
 - Punch Location: a complete list of clock operations throughout the reporting period as well as where they were made and what method
 - Requests: leave requests during the time period and their approval status
 - Important! Requests are not automatically deleted if the Hours segment created is deleted.

Saved Reports

- Click Create Saved Report to save a report with your chosen filters and options
- Don't click "Make report visible to all users"
- Custom saved reports denoted by *

Tools → Export → Employee Segments (only exports fields for employees with approved time/leave in time period)



EXPORT ☆

Export Type:

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + Header Add Fields </div> <div style="border: 1px solid #ccc; padding: 5px;"> + Body Add Fields </div>	<p>Format: Delimited (COMMA)</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Employee Filter</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Job Code Filter</div> </div> <hr/> <p>Preview</p>
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Select Export Fields

Show non-importable fields

Showing 37 records of 37 Selected 3 records

Search

<input type="checkbox"/>	Field Name	Description	Group↑
<input checked="" type="checkbox"/>	NUMBER	Employee Number	Employee Info
<input checked="" type="checkbox"/>	DATEIN	Date In	Shift Information
<input checked="" type="checkbox"/>	DATEOUT	Date Out	Shift Information
<input type="checkbox"/>	JOBCODE	Job Code	Shift Information
<input type="checkbox"/>	TRACKAMT1	Tracked Field 1	Shift Information
<input type="checkbox"/>	TRACKAMT2	Tracked Field 2	Shift Information
<input type="checkbox"/>	TRACKAMT3	Tracked Field 3	Shift Information

Cancel

HR System Reports (CSU - Select Statement Export)

- Time Clock Projects: all projects in department with accounting information and approvers
- TimeClock Plus Department HR Role: names of employees with the Department HR role by department
- TCP Timecards: bi-weekly entries from TimeClock Plus with pay rates
 - Argument 1: Pay period end date in format DD-MMM-YY (22-dec-17)
 - Argument 2: Employee HR or CSU ID number
 - Note: corrections can be made after the data reflected in this report

Submit Request

Run this Request

Copy

Name CSU - Select Statement Export

Operating Unit

Parameters

Language American English

Parameters

Select Statement Time Clock Projects

Select Statement (> 2000)

Email cam.ram@colostate.edu

Email Subject Line TC Projects

Send Output as Attachment Yes

Argument 1

Argument 2

Argument 3

Argument 4

Argument 5

OK Cancel Clear Help