



Texas Skyward User Group Conference

TX - 1R - Time Off Reporting

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Time Off Reporting



We will review the available reporting options along with setting up Detailed Transaction report.

- Daily Breakdown Report
- Detail Transaction Report
- Employee Absentee Report
- Employee Access Time Off Requests
- Employee Setup Report
- Employee Time Off Calendar
- Time Off Audit Report
- Unapproved Time Off Requests Report

Daily Breakdown Report – this report helps to find overall patterns of leave.

Daily Breakdown Report

Views: **Day Of Week Totals** Filters: *0 All Days

Day Of Week*	# Transactions	Total Hrs.	Total Days
Sunday	3	20.00	2.50
Monday	553	2,958.00	468.00
Tuesday	497	2,585.50	419.50
Wednesday	480	2,441.50	396.00
Thursday	553	2,849.00	466.25
Friday	710	3,773.00	600.50
Saturday	3	40.00	5.00

Daily Breakdown Report

Views: **Employee Time Off Code Day Totals** Filters: *2 Monday




Day Of Week*	Building	Employee	Time Off Code	Date	# Transactions	Total Hrs.
Monday	BUILDING - FDSER	Amoscr, Inez G	LOCAL	01/27/2014	1	7.00
Monday	BUILDING - FDSER	Arayascr, Lorena G	LOCAL	09/16/2013	1	7.00
Monday	BUILDING - FDSER	Arayascr, Lorena G	LOCAL	10/21/2013	1	7.00
Monday	BUILDING - FDSER	Arayascr, Lorena G	LOCAL	11/04/2013	1	7.00
Monday	BUILDING - FDSER	Arayascr, Lorena G	LOCAL	12/02/2013	1	7.00
Monday	BUILDING - FDSER	Ardonscr, Felicia D	LOCAL	09/30/2013	1	7.00
Monday	BUILDING - FDSER	Ardonscr, Felicia D	LOCAL	12/02/2013	1	3.50
Monday	BUILDING - FDSER	Argentoscr, Blanche G	LOCAL	03/03/2014	1	7.00
Monday	BUILDING - FDSER	Argentoscr, Blanche G	LOCAL	10/21/2013	1	7.00
Monday	BUILDING - FDSER	Bertinscr, Reba H	LOCAL	01/13/2014	1	7.00
Monday	BUILDING - FDSER	Eisensteinscr, Dawn K	LOCAL	02/03/2014	1	7.00
Monday	BUILDING - FDSER	Eisensteinscr, Dawn K	LOCAL	10/21/2013	1	7.00

Employee Setup Report – this is a great audit tool to help discover how employees or groups of employees are setup.

Employee Setup Report - WH\TO\RE\ES - 30516 - 05.15.06.00.07 - Google Chrome

<https://pbroker1:489/scripts/cgiip.exe/WService=11509web/htoedit001.w?isPopup=tru>

Employee Setup Report

Template Settings

* Template Description:

Share with other users in the district

Print Greenbar

Report Type: Existing time off setup Missing time off setup

* Selection Parameters:

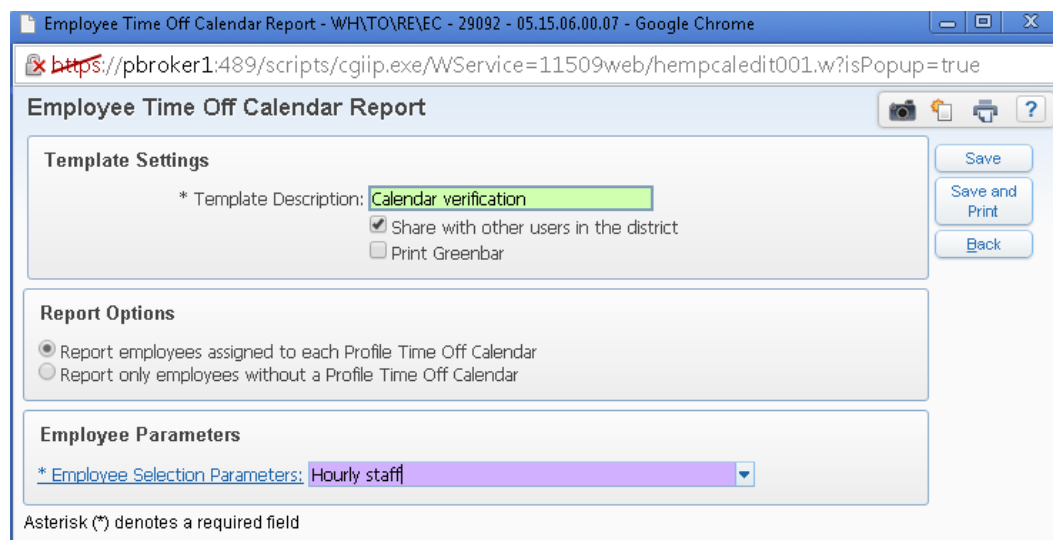
[Save](#)

[Save and Print](#)

[Back](#)

Asterisk (*) denotes a required field

The Employee Time Off Calendar Report option will tell you who and what calendar your staff have and it can be set to show who doesn't have a calendar



Employee Time Off Calendar Report - WH\TO\RE\EC - 29092 - 05.15.06.00.07 - Google Chrome

<https://pbroker1:489/scripts/cgiip.exe/WService=11509web/hempcaledit001.w?isPopup=true>

Employee Time Off Calendar Report

Template Settings

* Template Description:

Share with other users in the district

Print Greenbar

Report Options

Report employees assigned to each Profile Time Off Calendar

Report only employees without a Profile Time Off Calendar

Employee Parameters

* Employee Selection Parameters:

Asterisk (*) denotes a required field

The Time Off Audit report will show which staff have their time off options displaying in EA and on their checks.

Employee Selection Parameters - WH\TO\REVAU - 25347 - 05.15.06.00.07 - Google Chrome

<https://pbroker1:489/scripts/cgjip.exe/WService=11509web/hparmedit001.w?hHpapsmId=0&isPop>

Employee Selection Parameters

* Description:

Employee Selection By: Employee Ranges
 Individual Employees
 Processing List

Employee Ranges

Low High
 Name Key Range:

Inactive Profiles should be: Included Excluded Processed Alone

Codes: [Select Employee Type:](#)

Employee Type	
	BUSDR - SCHOOL BUS DRIVER
	BUSMO - BUS MONITOR
	BUSMT - BUS MAINTENANCE
	CAUKR - CAFETERIA EMPLOYEE
	CUST - CUSTODIAN
	GENMT - GENERAL MAINTENANCE

Additional Codes and Settings

Inactive Time Off Setup Records should be: Included Excluded Processed Alone

Codes: [Select Time Off Codes:](#)

Time Off Codes	
	*All Time Off Codes

Buttons: Save, Save and Select, Back, Reset to Defaults

Detailed Transaction Report – these should be set to run before payroll to help with verification.

Detail Transaction Report - WH\TD\RE\DT - 12970 - 05.15.06.00.07 - Internet Explorer

Detail Transaction Report

Template Settings

* Template Description:

Share with other users in the district
 Print Greenbar

Report Format: Detail Summary Group
 Report Sequence: Regular Building Building/Page Break
 Date Option: Use Today's Date Use Date Range through

Note: All report options will print transactions that fall within the date range specified above. Beginning balance will be a summary of the transactions prior to the specified low date.

Print all employee/code information - prints beginning balance
 Print only employee/codes that have transactions within the date range
 Print beginning balance

Select Employee/Codes Exceeding Specified Units Used

Do not select based on units
 Selection based only on hours used
 Selection based only on days used

Include only Employee/Time Off codes with a negative balance

Include Long-Term Disability Leave Type Time Off Transaction Entries

Include Exclude Report Only LTD

Include FMLA Leave Type Time Off Transaction Entries

Include Exclude Report Only FMLA

Only print people with FMLA amounts over hours
 Convert FMLA days to hours

Page Break by Employee
 Print Social Security Number
 Print "Grand Total Hours" and/or "Grand Total Days"
 Print time off code totals broken down by group at the end of the report

* Selection Parameters:

Asterisk (*) denotes a required field



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THANK YOU FOR ATTENDING!

