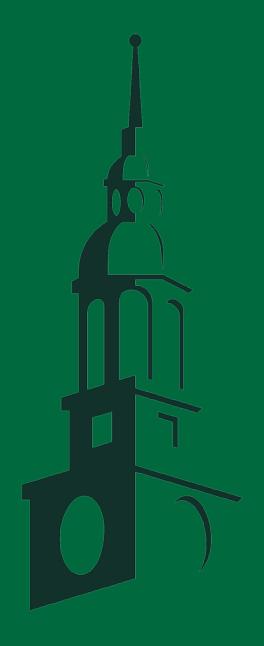


Supervisor Reports for Biweekly Employees





Reports: Time Detail Review

Time Detail

Header:

Time Period :

9/08/2024 - 9/21/2024 1 Employee(s) Selected Executed on :10/06/2024 7:57 AM Printed for :Wallace, Lisa

Verify Assignment, Account, Pay Code, and Hours

Time Period

Query Name

Employee Summary

- Assignment
- Account
- Pay Code
- Hours

Time Detail

- Date
- Assignment
- Account
- Transfers (Xter)
- Work Rule Transfer
- In Punch
- Out Punch
- Pay Code
- Comments
- Hours by shift

Employee Sum	nmary by Pay Code													
Name	ID	Assignme	Account				Pay Code		Money	Hours	Hour: (Decin			
User 3, Test	F456789	123456-12	GL~20~519~368000~433953~0000,6214,JG3A				Per			2:00	2.00			
User 3, Test	F456789	123456-12	GL~20~519~368000~433953~0000,6214,JG3A				Reg			13:30	13.50			
User 3, Test	F456789		GL~20~519~368000~433953~0000,6214,JG3A				Total Hours			15:30	15.50			
User 3, Test	F456789	123456-10	GL~20~505~368000~343626~0000,6214,JG3A				OT			0:40	0.67			
User 3, Test	F456789	123456-10	GL~20~505~368000~343626~0000,6214,JG3A				Reg			3:45	3.75			
User 3, Test	F456789		GL~20~505~368000~343626~0000,6214,JG3A				Total Hours			4:25	4.42			
User 3, Test	F456789	123456-10	GL~20~519~368000~433953~0000,6214,JG3A				DT			12:15	12.25			
User 3, Test	F456789	123456-10	GL~20~519~368000~433953~0000,6214,JG3A				Per			12:00	12.00			
User 3, Test	F456789	123456-10	GL~20~519~368000~433953~0000,6214,JG3A				Per - Union			8:00	8.00			
User 3, Test	F456789	123456-10	GL~20~519~368000~433953~0000,6214,JG3A				Reg			18:00	18.00			
User 3, Test	F456789		GL~20~519~368000~433953~0000,6214,JG3A				Total Hours			58:15	58.25			
User 3, Test	F456789	123456-10	GL~20~519~368000~433953~0000,6214,JG3A				Vac			8:00	8.00			
User 3, Test	F456789		GL~20~519~368000~433953~0000,6214,JG3A				Vacation Total			8:00	8.00			
User 3, Test	F456789	123456-10	GL~21~347~360500~165219~0000,6214,JG3A				ОТ			4:15	4.25			
User 3, Test	F456789	123456-10	GL~21~347~360500~165219~0000,6214,JG3A				Reg			4:15	4.25			
User 3, Test	F456789		GL~21~347~360500~165219~0000,6214,JG3A				Total Hours			8:30	8.50			
User 3, Test	F456789		•					Total	al:	94:40	94.67			

Employee Time Detail														
Name	ID	Date	Assignme	Account	Xfer	Work Rule Transfer	In Punch	Out Punch	Pay Code	Comments/Notes	Overrid Amoun	Money	Hours	Hour (Deci
User 3, Test	F456789	9/9/24	123456-12				08:00 AM	10:00 AM	Per - TS Duration				2:00	2.00
User 3, Test	F456789	9/9/24	123456-12				10:00 AM	04:00 PM					6:00	6.00
User 3, Test	F456789	9/10/24	123456-10	GL~20~519~368000~433953~0000,6214,JG3A				12:00 AM	Per - Union				8:00	8.00
User 3, Test	F456789	9/10/24	123456-10	GL~20~519~368000~433953~0000,6214,JG3A			10:00 AM	12:00 PM		In: Campus Emergency ~ add comment			2:00	2.00
User 3, Test	F456789	9/11/24	123456-10	GL~20~519~368000~433953~0000,6214,JG3A		TS Rule 1-2hr start time	12:00 PM	04:00 PM					4:15	4.25
User 3, Test	F456789	9/11/24	123456-10	GL~21~347~360500~165219~0000,,	, X		07:30 AM	11:45 AM					4:15	4.25

Verify Assignment & Account by Date Verify Transfers (X) to Account and/or Work Rule Verify In & Out Punch by Date Verify Pay Codes, Comments & Total Hours by Date



Reports: Accrual Summary

Previous Pay Period

*TEST HYPERFIND

USD

Header:

 Time Period Query Name ime Period :

Currency Code

Accrual Detail Report

Executed on: 12/10/2024 11:04 AM

Printed for : Admin Finance Center

Accruals provide detail for **Paid Time Off**

• Each employee will be listed with their Paid Time Off **Accrual Codes**

Starting Balance

 The carryforward balance is the balance as of the effective date:

Action: Taking

 Taking indicates the PTO amount used during the pay period by day



NOTE: This report is helpful in ensuring employees are taking their allocated personal and vacation time, particularly as we near the fiscal year-end. At the end of the fiscal year, an employee may carry over up to five days of personal time into the next fiscal year. Vacation time is not carried over without authorization. See the Paid Time Off - Hourly Employees Policy for more information.