



Supervisor Reports for Biweekly Employees





Reports: Time Detail Review

Time Detail

Header:

Time Period : 9/08/2024 - 9/21/2024
Query : 1 Employee(s) Selected

Executed on :10/06/2024 7:57 AM
Printed for :Wallace, Lisa

- Time Period
- Query Name

Verify Assignment, Account, Pay Code, and Hours

Employee Summary

- Assignment
- Account
- Pay Code
- Hours

Employee Summary by Pay Code														
Name	ID		Assignme	Account						Pay Code		Money	Hours	Hours (Decim)
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					OT				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:	94:40 94.67

Time Detail

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

Employee Time Detail														
Name	ID	Date	Assignme	Account	Xfer	Work Rule Transfer	In Punch	Out Punch	Pay Code	Comments/Notes	Overrid Amount	Money	Hours	Hours (Decim)
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	X	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

Header:

- Time Period
- Query Name

Time Period : Previous Pay Period
 Query : *TEST HYPERFIND
 Currency Code : USD

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

Employee Name (ID)	Accrual Code	Effective Date	Action	Amount (Hours)	Amount (Days)	Amount (Money)	Credit Amount	Debit Amount	Pay Code	Source
Employee Name (ID)1										
Personal										
		Nov 17, 2024	accrual carryforward	86.00			86.00	0.00		
							86.00	0.00		
Vacation										
		Nov 17, 2024	accrual carryforward	117.50			117.50	0.00		
							117.50	0.00		
Winter Break										
		Nov 17, 2024	accrual carryforward	0.00			0.00	0.00		
							0.00	0.00		

Starting Balance

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

Employee Name (ID)2										
Personal										
		Nov 17, 2024	accrual carryforward	94.25			94.25	0.00		
		Nov 20, 2024	taking	-3.75			0.00	3.75	Per	TIMECARD_EDITOR
		Nov 26, 2024	taking	-2.00			0.00	2.00	Per	TIMECARD_EDITOR
							94.25	5.75		

Action: Taking

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

Vacation										
		Nov 17, 2024	accrual carryforward	105.00			105.00	0.00		
		Nov 27, 2024	taking	-7.50			0.00	7.50	Vac	TIMECARD_EDITOR
							105.00	7.50		
Winter Break										
		Nov 17, 2024	accrual carryforward	0.00			0.00	0.00		
							0.00	0.00		
Total:		2								

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.