



## UChicago Time Reports

---

### Approver Reports

**Daily Attendance Report** – Use this report to quickly view which employees have logged worked time for the day. This report displays the range of selected days and selected employees. For each selected day it displays all the earnings codes and hours on the selected employees' timesheets. Please note that time is shown in hours and minutes.

**Schedule Vs. Worked Report** – This report will display two sections for easy comparison of schedules and actual worked time. The left side shows an employee's schedule for the selected dates. The right side breaks down the time the employee actually worked. This way you can compare how well an employee is working to his/her assigned schedule.

**FMLA/STD Usage Report** – This report shows all absence earnings code used per pay period ending date, dating back 12 full months. It shows how many FMLA, STD, and Non-FMLA hours were used in at least the last 12 months from the current date. If more than one employee is selected when running this report, each employee's report will begin on a new page with a header at the top. Some reports may run multiple pages per employee. Totals are displayed at the bottom each employee's report.

**Accrual Status Report** – This report displays accrual balances *as they exist right now*. Use it by selecting '- My Team' in the Who field. You can quickly see which employees have personal holiday time remaining and which may be near the vacation cap. Also, see below, the Vacation Threshold Report and the Personal Holiday Balance Report.

**Monthly Absence Report (MAR) Summary** – This report will display all employees who have un-submitted or submitted but unapproved Monthly Absence Reports.

**Overtime Hours Report** – This report displays a summary of all overtime hours reported within a selected period of time for the selected employees. To see overtime usage for all of your employees, select '- My Team' in the Who field.

**Vacation Threshold Report** – This report lists any employees whose vacation accruals are within 80% of their allowed maximum.

**Late Arrival/Early Departure Report** – This report lists biweekly employees who either arrived late (clock time is greater than schedule start time) or left early (clock time is less than schedule

end time) for a selected time period. This report does not include employees on an open schedule.

**Earnings Code Report** – This report displays all earnings codes recorded for the selected employee or ‘- My Team’ for the selected range of dates. It totals the hours for each earnings code. This report is organized by approver name.

**Approval Needed Report** – Select ‘- Me’ in the Who field when running this report. This report has two sections. The first section shows employees for whom you are the Primary Approver and the second section shows employees for whom you are the Secondary Approver (the primary approver is also listed). The two sections are each separated into three sub-sections alphabetically listing Monthly, Biweekly, and Monday employees. If there is no data to display in a section then that section will not show. If you are a super user, you can run this report on any other approver in your group by selecting the approver’s name in the Who field.

- For Monthly Employees, the report shows Monthly Absence Reports that have been submitted but not yet approved.
- For Biweekly Employees, the report shows any unapproved days since the beginning of the current pay period.

The report takes some time to run, often four minutes or more! If you’re using a Firefox, ‘data loading’ message will show on the screen. If you’re using IE, it’ll flicker for a while before showing the data.

## **Additional Super User Report**

**Timesheet Audit Report** – This report allows you to detect changes that were made to an individual time record. It will show you one page for every instance where the record was changed by the employee, the approver, or the system (‘Autopoll’ means system). Use it to compare before and after changes to a time record. The most recent change will appear on the last page of the report. **IMPORTANT: when running this report, always select a single user and a single date.**