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Viewing Reports

Supervisors and employees with the Business Center role have access to additional reports to track employees’ time and leave throughout the pay period.

1. All reports are accessed by clicking on View Reports on the Dashboard under Reports:

![Dashboard with View Reports highlighted](image)

Note: your dashboard view is determined by your policy profile and role; it may look slightly different than the image above.

2. On the Reports page, select the report, or report category then report, to view the report options:

![Reports page with Manager Reports and Reports About Me folders highlighted](image)

Note: the Manager Reports folder contains reports about your employees. The Reports About Me folder contains reports for your timesheet only.
You can also search for a report using the search feature:

Enter any portion of a report name then click on the binoculars or Enter to search for reports that meet the criteria entered:

To view the report options, select the report you would like to view from the list.

Note: the search results will include manager reports and reports for your timesheet (e.g., “Employee Time Sheet Audit” will only give you information about your timesheet).
3. Select the report options:

a. Enter the date or use the calendar icon.
   - For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (e.g., 3/31/17 for salaried, 3/15/17 for hourly).
   - For reports that allow date ranges as the criteria, you can enter the dates or select a range for a period of time before or after the current date.

b. You must select an Assignment Group from the Assignment Group List.
   - If you are a supervisor, you will see your name and any supervisors that have delegate their employees to you listed.
   - If you have the Business Center role you will see the business center and all timesheet orgs within the business center listed.

c. To view the report for only one employee, enter the employee’s id or last name.

Each report has different set of options; for any required option, the report will give an error if you do not enter a selection. For options with multiple values, you can check the box next to the values you want to add to the report or click Select All to add all values to a report.
4. Click Run Now to select the delivery options for the report:

![Report: Unsubmitted Time Sheets]

5. Select the delivery option:

![Run Report Now]

Note: View Now will open the report on your computer using the output option selected, Send Email will email the report to the email address(es) entered as an attachment in the file format selected.

6. Select the output option then click Run Now:

![Run Report Now]

View Now options:
- PDF: opens the report as a PDF file. Use this format if you want to print the report.
- Excel: opens the report in Excel with the same formatting as HTML/PDF options.
- CSV: opens the report as a CSV file which can be formatted and manipulated.
- HTML: opens the report on a new tab/window within your web browser.

When you click Run Now, the report will open in the format selected.

Note: some report output options may be grayed out indicating the report is not available in that output. If the option you would like is grayed out, run the report as HTML. You can then export it in the format you would like. See the Exporting a Report section below.
Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly you will **not** receive any notification that the delivery failed.

Send in an Email options:
- PDF: attaches the report as a PDF file. Use this format if you want to print the report.
- Excel: attaches the report in Excel with the same formatting as PDF option.
- CSV: attaches the report as a CSV file which can be formatted and manipulated.

You'll receive confirmation that the report will be sent to the email addresses entered:
Exporting a Report

If you select HTML as the report output, you can export the results.

1. From the HTML report results window, select the Export icon at the top left:

2. Select the file format you would like to export the report as:

Note: the Microsoft Excel (97-2003) Data-Only format will allow you to edit the report in Excel when the CSV option is not available for the report output.

3. Click Export:
Depending on the download settings for your browser, the file may open automatically or you will need to click OK on the Open dialogue box or select Open from the file at the bottom of the page:
Scheduling Reports
You can schedule reports you use frequently to be emailed to you or others on a daily, weekly, monthly, or yearly basis.

1. After choosing the report and entering the report options to use for the scheduled report, select Schedule:

For the date criteria, use the run date options instead of entering a pay period end date or date range, unless you want the report to always run for the same date range or pay period.
2. Enter the schedule options:

![Create New Schedule dialog box]

- **Delivery**
  - Enter the email address(es) to send the report to; separate multiple emails with a space, comma, or semicolon. There is no notification if the email delivery fails.
  - Enter a subject and body (if needed) for the email.
  - Select the output option. The report will be emailed in the file format selected.

- **Scheduling**
  - Select the report frequency:
    - Once: one time run at a later date
    - Daily: run every X number of days
    - Weekly: run every X number of weeks on a set day or days
    - Monthly: run every X number of months on a set day
    - Yearly: run yearly on a set day
  - Select the schedule date range
    - Choose no end date to schedule the report indefinitely
  - Check the “Retain this report schedule after end date” box if you would like to review the report schedule options after it is no longer scheduled.
  - Note: you will see at the bottom of the scheduling section the date and parameters of the next scheduled report.

- **Schedule Name** – you can give the scheduled report a unique name if needed; the default is the name of the report.
3. Select Create Schedule to save the report schedule with the criteria entered:

You'll receive confirmation the report schedule was successfully created:

The report will be emailed to the addresses entered on the day(s) and times selected.

4. You can review scheduled report options at any time under the My Scheduled Reports tab:

- The Refresh Data button will update the list including the last run and next run dates.
- To view scheduled reports that have ended, check the Include inactive report schedules box.
- Click on the blue arrow (✓) to preview the report (the report will run with the date criteria using today’s date as the run date).
- Click on the red X (✗) to delete the schedule.
5. Click on the report row to view the schedule options:

![Schedule Options Diagram]

Note: if you make any changes to the schedule options, select Save Schedule to save the changes.
14 Day Schedule

Path: 14 Day Schedule

This report shows schedule start and end times for days the employee is scheduled to work for 14 days from the Start Date entered. The report only shows employees in the assignment group(s) selected that have an assigned schedule. In addition, it only includes the start and end time; meals are not accounted for in the report.

Options

Output Options: PDF, Excel, HTML

Required Fields:
- Start Date for the report
- Assignment Group(s)

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
## 14 Day Schedule from 12/04/2016 to 12/17/2016

|     | Mon          | Tue          | Wed          | Thu          | Fri          | Mon          | Tue          | Wed          | Thu          | Fri          | Mon          | Tue          | Wed          | Thu          | Fri          |
|-----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 12/05/2016 | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     | 08:00 AM     |
|       | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     | 04:30 PM     |
| 12/06/2016 | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         | 9.00         |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/07/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/08/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/09/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/10/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/11/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/12/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/13/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/14/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/15/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/16/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| 12/17/2016 |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
|       |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
Absence History Report

Path: Manager Reports>Time Off Reports>Absence History Report

This report shows leave taken for employees in the selected assignment group for the date range entered. It includes the date/day of the week the leave taken and any comments on the timesheet.

Options

Output Options: PDF, Excel, HTML

Required Fields:
- Date range for the report
- Assignment Group(s)
- Absence Pay Code(s)

For the assignment group and pay code options, check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
## Absence History from 11/01/2016 to 11/30/2016

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Assignment</th>
<th>Date</th>
<th>Day of Week</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horton, Wilma</td>
<td>630333382</td>
<td>Assist Dir-Leadership Devlop-160400-C12152-00</td>
<td>11/29/2016</td>
<td>Tuesday</td>
<td>Comp</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Natasha, Boris</td>
<td>633047288</td>
<td>Human Resources Consultant 1-394220-C15193-00</td>
<td>11/07/2016</td>
<td>Monday</td>
<td>Jury Duty</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11/08/2016</td>
<td>Tuesday</td>
<td>Sick</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Thorburn, Tiga</td>
<td>632643263</td>
<td>Asst Coord-Baseball Camps 490000-C17485-00</td>
<td>11/09/2016</td>
<td>Wednesday</td>
<td>Jury Duty</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11/17/2016</td>
<td>Thursday</td>
<td>Jury Duty</td>
<td>8.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp</td>
<td>8.00</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>24.00</td>
</tr>
<tr>
<td>Sick</td>
<td>8.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>40.00</td>
</tr>
</tbody>
</table>
Absence Summary Report

Path: Manager Reports>Time Off Reports>Absence Summary

This report provides a summary of leave taken for the date range entered. It categorizes employees by policy profile and summarizes leave taken. It does not provide the dates of the leave.

Options

Report Parameters

Start Date: 11/01/2016

End Date: 11/30/2016

Assignment Group List:
- Brice Beaver Employees

Absence Pay Code:
- Bereavement
- Bereavement - Pre-Approved
- Comp
- Comp - Pre-Approved
- Exchange
- Exchange - Pre-Approved

34 selected: Bereavement, Bereavement - Pre-Approved, Comp, Comp - Pre-Approved, Exchange, Exchange - Pre-Approved, 28 more

Required Fields:
- Date range for the report
- Assignment Group(s)
- Absence Pay Code(s)

For the assignment group and pay code options, check the box next to the values needed for the report or click Select All to choose all values.

Output Options: PDF, Excel, CSV, HTML
Absence Summary from 11/01/2016 to 11/30/2016

<table>
<thead>
<tr>
<th>Policy Profile</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Pay Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU_EXEMPT</td>
<td>Horton, Wilma</td>
<td>630333382</td>
<td>Comp</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Natasha, Boris</td>
<td>633047228</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSU_NONEXEMPT</td>
<td>Thorburn, Tiga</td>
<td>632643283</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Subtotal: 8.00
Employee Subtotal: 8.00
Employee Subtotal: 16.00
Policy Profile Total: 24.00
Employee Subtotal: 16.00
Policy Profile Total: 16.00
Accrual

Path: Manager Reports>Accrual Reports>Accrual

This report shows the initial balance, accrual, usage, and other details about the employee’s selected leave banks for the date range entered. Note: the accrual and bank balances will always be listed for the employee’s aggregate assignment, not their individual assignments/positions.

Options

Output Options: PDF, Excel, CSV, HTML
Report

Note: Terminated and Transferred are not used at OSU.
Accrual Detail

Path: Manager Reports>Accrual Reports>Accrual Detail

This report shows the initial balance, accrual, usage, and other details about the employee’s selected leave banks for the date range entered. It includes details on bank usage for the date range. Note: the accrual and bank balances will always be listed for the employee’s aggregate assignment, not their individual assignments/positions.

Options

### Report: Accrual Detail

**Report Parameters**

- **Start Date:** 10/01/2016
- **End Date:** 10/31/2016

**Assignment Group List:**
- Brice Beaver Employees

**Accrual Bank:**
- Comp Time
- Exchange
- Oregon Sick Leave Bank
- Personal Bank
- Sick Bank
- Sub Hours Worked

**Employee ID:**

**Employee Last Name:**

**Required Fields:**
- Date range for the report
- Assignment Group(s)
- Accrual Bank(s)

For the assignment group and accrual bank options, check the box next to the values needed for the report or click Select All to choose all values.

**Optional Fields:**
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

**Output Options:** PDF, Excel, CSV, HTML
Report

Note: Terminated and Transferred are not used at OSU.
Amended Timesheets – Amenders

Path: Manager Reports>Time Sheet Reports>Amended Time Sheet Reports>Amended Timesheets - Amenders

This report lists all employees for the selected pay period with amended timesheets. It includes the name and login ID for the user that amended the timesheet. The pay period end date is referencing the pay period of the amended timesheet.

Options

**Report: Amended Time Sheets - Amenders**

- **Pay Period End Date:** 09/30/2016
- **Assignment Group List:**
  - Business Center - ASBC
  - Timesheet Org 100050 Employees
  - Timesheet Org 110040 Employees
  - Timesheet Org 215300 Employees
  - Timesheet Org 215400 Employees
  - 1 selected: Business Center - ASBC
- **Time Sheet Amended Types:**
  - Amend
  - System Amend
  - 1 selected: Amend
- **Employee ID:**
- **Employee Last Name:**

### Required Fields:
- Pay Period End Date
- Assignment Group(s)
- Time Sheet Amended Type

Note: the pay period end date is the pay period of the amended timesheet.

### Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
## Amended Time Sheets - Amenders in Pay Period Ending 09/30/2016

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Amender Name</th>
<th>Amender Login ID</th>
<th>Amended Date/Time</th>
<th>Time Sheet Version</th>
<th>Amended Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turner, Paige</td>
<td>630705130</td>
<td>Natasha Boris</td>
<td>033047228</td>
<td>11/14/2016 06:45 PM</td>
<td>2</td>
<td>Amend</td>
</tr>
</tbody>
</table>
Amended Time Sheets – Currently Open

Path: Manager Reports>Time Sheet Reports>Amended Time Sheet Reports>Amended Timesheets - Currently Open

This report shows any open amended timesheets in EmpCenter. It includes all of the details on original timesheet as well as the amended timesheet.

Options

Report: Amended Time Sheets - Currently Open

Report Parameters

- Assignment Group List: Filter Values
  - Brice Beaver Employees
  - 1 selected: Brice Beaver Employees
- Employee ID:
- Employee Last Name:

Required Fields:
- Assignment Group(s)

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, HTML
### Amended Time Sheets - Currently Open

**Employee Name**: Alexander, Rainey  
**Employee ID**: 832486020  
**Original Period End**: 07/15/2016  
**Destination Period End**: 11/15/2016  
**Current Approval Level**: Open

#### Original Version

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Work Date</th>
<th>Pay Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/15/2015</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>07/01/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>07/02/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>07/03/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>07/04/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Open Amended Version

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Work Date</th>
<th>Pay Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>06/15/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>07/04/2016</td>
<td>Work In/Out</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>07/05/2016</td>
<td>Unpaid (SYSTEM)</td>
<td>08:00 AM</td>
<td>04:00 PM</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>07/05/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Amended Timesheets – Exceptions

Path: Manager Reports>Time Sheet Reports>Amended Time Sheet Reports>Amended Timesheets - Exceptions

This report lists any exceptions generated on an amended timesheet.

Options

Output Options: PDF, Excel, HTML

Required Fields:
- Assignment Group(s)

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
## Amended Time Sheets - Exceptions

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Work Date</th>
<th>Pay Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander, Rainey</td>
<td>0324656020</td>
<td>07/04/2016</td>
<td>Counts to Worked For ACT</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/04/2016</td>
<td>Work In/Out</td>
<td></td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exceptions Associated with this Amended Time Sheet

<table>
<thead>
<tr>
<th>Exception Date</th>
<th>Exception Code</th>
<th>Severity</th>
<th>Exception Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/15/2016</td>
<td>OSU_AMENDED_TIME_SHEET</td>
<td>Warning</td>
<td>Timesheet for Rainey Alexander has been amended</td>
</tr>
</tbody>
</table>
Amended Timesheets – Processed

Path: Manager Reports>Time Sheet Reports>Amended Time Sheet Reports>Amended Timesheets - Processed

This report lists amended timesheets that have been processed for the pay period selected.

Options

- Pay Period End Date
- Assignment Group(s)
  Note: the pay period is the pay period the amended timesheet was processed.

- Employee ID
- Employee Last Name
- Version - select True to see all versions of the timesheet (original and amended); select false to only view the amended version.

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
Amended Time Sheets - Processed in Pay Period Ending 10/31/2016

<table>
<thead>
<tr>
<th>Work Date</th>
<th>Pay Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Transaction Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/05/2016</td>
<td>Counts to Worked For ACT</td>
<td>8.00 am</td>
<td>12.00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Counts to Worked For ACT</td>
<td>8.00 am</td>
<td>12.00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Holiday</td>
<td>8.00 am</td>
<td>12.00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Holiday</td>
<td>8.00 am</td>
<td>12.00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Holiday Work Pay</td>
<td>8.00 am</td>
<td>12.00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Holiday Work Pay</td>
<td>8.00 am</td>
<td>12.00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Meal</td>
<td>12:00 pm</td>
<td>1:00 pm</td>
<td>1.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Meal</td>
<td>12:00 pm</td>
<td>1:00 pm</td>
<td>1.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Holiday Work Pay</td>
<td>1:00 pm</td>
<td>5:00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Holiday Work Pay</td>
<td>1:00 pm</td>
<td>5:00 pm</td>
<td>4.00</td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>
Assignment Group Detail

Path: EmpCenter Administrator Reports>Employee Information Reports>Assignment Group Detail

This report shows all employees in the assignment group selected as of the current date.

Options

Output Options: PDF, Excel, CSV, HTML
# Assignment Group Detail

**Oregon State University**

<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Employee Name</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Center - FOBC</td>
<td>Adams, Melanie</td>
<td>632708134</td>
</tr>
<tr>
<td></td>
<td>Arthur, Bea</td>
<td>632775160</td>
</tr>
<tr>
<td></td>
<td>Atwell, Dulcie</td>
<td>632663061</td>
</tr>
<tr>
<td></td>
<td>Balloon, June</td>
<td>730445896</td>
</tr>
<tr>
<td></td>
<td>Barrs, Monk</td>
<td>631586253</td>
</tr>
<tr>
<td></td>
<td>Beaver, Douglas</td>
<td>631660632</td>
</tr>
<tr>
<td></td>
<td>Bulb, Tulip</td>
<td>630561516</td>
</tr>
<tr>
<td></td>
<td>Burg, Rose</td>
<td>630667860</td>
</tr>
<tr>
<td></td>
<td>Butte, Spencer</td>
<td>630625861</td>
</tr>
<tr>
<td></td>
<td>Bynum, Odilia</td>
<td>633001200</td>
</tr>
<tr>
<td></td>
<td>Chapman, Isaac</td>
<td>632877423</td>
</tr>
<tr>
<td></td>
<td>Coley, Lisa</td>
<td>832228847</td>
</tr>
<tr>
<td></td>
<td>Cooper, Minnie</td>
<td>630661078</td>
</tr>
<tr>
<td></td>
<td>Curtis, Oliver</td>
<td>430641484</td>
</tr>
<tr>
<td></td>
<td>Delgado, Luke</td>
<td>632062265</td>
</tr>
<tr>
<td></td>
<td>Doors, Thea</td>
<td>633042425</td>
</tr>
</tbody>
</table>
Data Collection Device – Errors

Path: Manager Reports>Data Collection Device Reports>Data Collection Device – Errors

This report shows errors generated when the employee clocked – whether they clocked using a physical time clock or the EmpCenter Web Clock. It lists the details of the clock and the error.

Options

Report Parameters

- Start Date: 12/01/2016
- End Date: 12/30/2016

Assignment Group List:
- Brice Beaver Employees

Clock ID:
- All
- Athletics
- _WEB CLOCK_

Swipe Process Result:
- Authentication Error
- Badge not found
- Duplicate Punch detected
- Employee not found
- Unexpected error
- Policy Error
- Timewatch locked

Optional Fields:
- Swipe ID
- Badge ID
- Employee ID
- Employee Last Name

Enter the swipe ID, badge ID, employee ID, or employee last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Date / Time</th>
<th>Event</th>
<th>Assignment</th>
<th>Pay Code</th>
<th>Swipe ID</th>
<th>Badge ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trevor Beaver</td>
<td>832499526</td>
<td>12/02/2016 11:39 AM</td>
<td>Swipe In</td>
<td>NWREC</td>
<td>Clock</td>
<td>2608721155</td>
<td>2554295984</td>
</tr>
</tbody>
</table>

Process Result: Duplicate Punch detected
Data Collection Device – Modified Transactions

Path: Manager Reports>Data Collection Device Reports>Data Collection Device – Modified Transactions

This report shows modifications made to clock entries on the timesheet – whether the original clock was from a physical time clock or the EmpCenter Web Clock. It lists the original clocked time and the time on the timesheet. It does not list who adjusted the clock entry.

Options

Required Fields:
- Date range for the report
- Assignment Group(s)

For the assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or employee last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
Note: the time listed in the (Timesheet) column is the time currently on the timesheet; the time listed in the (Clock) column is the time the employee clocked in or out using the WebClock or a physical time clock.
Data Collection Device – Orphan Transactions

Path: Manager Reports>Data Collection Device Reports>Data Collection Device – Orphan Transactions

This report shows time that was clocked using either the web clock or a physical clock and reported to the timesheet but has since been deleted from the timesheet. Only a superuser can delete clocked time; superusers will only delete clock time if the clock was entered in error on an assignment that is on leave. This report can be used to ensure the time entered on the correct timesheet matches the original clocked time.

Options

Output Options: PDF, Excel, CSV, HTML

Required Fields:
- Date range for the report
- Assignment Group(s)

For the assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
### Data Collection Device - Orphan Transactions from 12/01/2016 to 12/31/2016

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Event Timestamp</th>
<th>Event Type</th>
<th>Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ibarra, Safi</td>
<td>832453851</td>
<td>12/07/2016 08:07 AM</td>
<td>Swipe Out</td>
<td>Out</td>
</tr>
</tbody>
</table>
Data Collection Device – Transactions

Path: Manager Reports>Data Collection Device Reports>Data Collection Device – Transactions

This report shows all clocking transactions – whether the clock was from a physical time clock or the EmpCenter Web Clock. It lists the clocked time but does not list the IP address of the clock. In addition, it lists the original clocked time; the time may have been changed on the timesheet.

Options

Output Options: PDF, Excel, CSV, HTML

Report: Data Collection Device - Transactions

Report Parameters

Start Date: 12/01/2016

End Date: 12/31/2016

Assignment Group List: Della Bennett Employees

Transaction Type: All

Employee ID:

Employee Last Name:

Required Fields:
- Date range for the report
- Assignment Group(s)
- Transaction Type

For assignment group and transaction type check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
## Data Collection Device - Transactions from 12/01/2016 to 12/31/2016

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Date / Time</th>
<th>Event</th>
<th>Assignment</th>
<th>Pay Code</th>
<th>Transaction ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock: 1303059</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ibarra, Safi</td>
<td>832453851</td>
<td>12/09/2016 02:19 PM</td>
<td>Swipe Out</td>
<td>MURFS Pangea Sandwich-160450-C50108-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek, Heidi</td>
<td>831934582</td>
<td>12/09/2016 01:49 PM</td>
<td>Swipe In</td>
<td>MURFS The Dam-160450-C50 08-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek, Heidi</td>
<td>831934582</td>
<td>12/07/2016 08:06 AM</td>
<td>Swipe In</td>
<td>MURFS Bites-160450-C50 108-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clock: Athletics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ibarra, Safi</td>
<td>832453851</td>
<td>12/19/2016 01:41 PM</td>
<td>Swipe Out</td>
<td>MURFS Pangea Sandwich-160450-C50108-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek, Heidi</td>
<td>831934582</td>
<td>12/09/2016 09:48 AM</td>
<td>Swipe In</td>
<td>MURFS The Dam-160450-C50 08-00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek, Heidi</td>
<td>831934582</td>
<td>12/19/2016 01:41 PM</td>
<td>Swipe In</td>
<td>MURFS The Dam-160450-C50 08-00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Delegated Roles

Path: EmpCenter Administrator Reports>EmpCenter User Role Reports>Delegated Roles

This report is mostly used by business centers to determine if a supervisor has delegated their employees to another supervisor for coverage. It lists the assignment group delegated, the supervisor delegated to, and the delegation dates.

Options

Output Options: PDF, Excel, CSV, HTML
### Delegated Roles as of 02/20/2017

<table>
<thead>
<tr>
<th>Delegated By</th>
<th>Assignment Group</th>
<th>Delegated To</th>
<th>Delegated Role</th>
<th>Valid From</th>
<th>Valid To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett, Della (630501346)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Della Bennett Employees</td>
<td>Byler, Nelly (632305805)</td>
<td>Supervisor Group</td>
<td>02/26/2017</td>
<td>03/04/2017</td>
</tr>
</tbody>
</table>
Email and Messaging

Path: EmpCenter Administrator Reports>System Reports>Email and Messaging

This report shows emails sent from EmpCenter to employees. It includes the employee name and id, the email address sent to, the date and time sent, the subject, and the message. It also includes details about any email message failures.

Options

Report: Email and Messaging

Required Fields:
- Date range for the report
- Assignment Group(s)
- Message Type
- Send Status
- Show Message Body

For Message Type, Email is the only valid message type at OSU.

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Message Subject
- Message Body
- Employee ID
- Employee Last Name

You can limit the emails returned by entering the full subject text or message text. Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Sent To</th>
<th>Send Date/Time</th>
<th>Send Status</th>
<th>Subject</th>
<th>Message Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaugar, Mick</td>
<td>631522480</td>
<td><a href="mailto:mick.jaugar@oregonstate.edu">mick.jaugar@oregonstate.edu</a></td>
<td>12/01/2016 10:10 AM Sent</td>
<td></td>
<td>Timesheet Submit Reminder</td>
<td>Please submit your timesheet for 11/01/2016 - 11/30/2016 before the end of the day on the 4th. <a href="https://osu-test.workforcehosting.com/workforce/ShowPage.do?id=2007596320">https://osu-test.workforcehosting.com/workforce/ShowPage.do?id=2007596320</a></td>
</tr>
</tbody>
</table>
Employee Detail

Path: EmpCenter Administrative Reports>Employee Information Reports>Employee Detail

This report displays all of the employee information in EmpCenter from both the employee level and the assignment (or job) level. The business center or supervisor can see the employee’s hire date, FTE, assignment information, pay rates, and time zone. It is useful for troubleshooting unusual issues in EmpCenter such as holiday hours not as expected (FTE), employee unable to enter time (employee or assignment hire date), and clock time not displaying correctly (time zone).

Options

Required Fields:
- As of Date
- Assignment Group(s)
- Show Terminated Employees
- Show Terminated Assignments

For show terminated employees/assignments, false = do not show, true = show.

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
# EmpCenter

## Employee Detail as of 12/01/2016

**Employee Name**: Beaver, Rosa  
**Begin Effective Date**: 07/01/2015  
**End Effective Date**: 12/31/3000  
**Status Date 2**:  
**Status Code 2**:  
**Std Daily Hours**: 3.92  
**Std Weekly Hours**: 19.60  
**Std Period Hours**: 0.00  
**Full Time Equiv.**: 49.00  
**Shift Code**:  

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Status Date 2</th>
<th>Status Code 2</th>
<th>Assignment String</th>
<th>Assignment Date 1</th>
<th>Assignment Date 2</th>
<th>Assignment Date 3</th>
<th>Assignment Date 4</th>
<th>Assignment Date 5</th>
<th>Assignment String 1C27157</th>
<th>Assignment String 2 00</th>
<th>Assignment String 3</th>
<th>Assignment String 4 Academic Wage Appt - Hourly</th>
<th>Assignment String 5 AMD - Microbiology (Ag)</th>
<th>Assignment Number 1 25.75</th>
<th>Assignment Number 2 0.00</th>
<th>Assignment Number 3 0.00</th>
<th>Assignment Number 4 0.00</th>
<th>Assignment Number 5 0.00</th>
<th>Full Time Equiv. 0.49</th>
<th>Soft Terminated F</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU_UW_WAGE</td>
<td></td>
<td></td>
<td></td>
<td>06/16/2013</td>
<td>Assignment Date 3</td>
<td>Assignment Date 4</td>
<td>Assignment Date 5</td>
<td></td>
<td></td>
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<tr>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Labor Dist. 1</td>
<td>215300</td>
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<td>0.00</td>
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<td>Labor Dist. 4</td>
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<td>0.00</td>
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<td>Labor Dist. 5</td>
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<tr>
<td>Academic Wage Appt</td>
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<tr>
<td>Hourly 215300</td>
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<td>0.00</td>
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<tr>
<td>Time Zone: PST</td>
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<td></td>
</tr>
<tr>
<td>Status Code 1: A</td>
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</tr>
</tbody>
</table>

---

**Labor Dist. 1**:  
**Labor Dist. 2**:  
**Labor Dist. 3**:  
**Labor Dist. 4**:  
**Labor Dist. 5**:  

**Employee Date 1**: 10/01/1982  
**Employee Date 2**: 10/01/1982  
**Employee Date 3**:  
**Employee Date 4**:  
**Employee Date 5**:  

**Employee Number 1**: 0.49  
**Employee Number 2**: 0.00  
**Employee Number 3**: 0.00  
**Employee Number 4**: 0.00  
**Employee Number 5**: 0.00  

**Assignment String**: 1C27157  
**Assignment String**: 2 00  
**Assignment String**: 3  
**Assignment String**: 4 Academic Wage Appt - Hourly  
**Assignment String**: 5 AMD - Microbiology (Ag)  

**Assignment Number**: 25.75  
**Assignment Number**: 0.00  
**Assignment Number**: 0.00  
**Assignment Number**: 0.00  
**Assignment Number**: 0.00  

**Full Time Equiv.**: 0.49  
**Soft Terminated**: F
Employee Summary

Path: EmpCenter Administrator Reports>Employee Information Reports>Employee Summary

This report provides a summary of employee information for the assignment group(s) selected. It includes the employee name, id, hired date, assignments, and EmpCenter policy Profile.

Options

Output Options: PDF, Excel, HTML
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Hire Date</th>
<th>Employee Status</th>
<th>Employee Assignment</th>
<th>Assignment Status</th>
<th>Badge ID</th>
<th>Policy Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Tammy</td>
<td>632485277</td>
<td>01/22/2014</td>
<td>Active</td>
<td>Info Technology Consultant-271000-C32767-00</td>
<td>Active</td>
<td></td>
<td>OSU_SALARY_NONEXEMPT</td>
</tr>
<tr>
<td>Albertson, Martin</td>
<td>630684633</td>
<td>09/25/2001</td>
<td>Active</td>
<td>Radiation Protect Technologist 2-150040-C30594-00</td>
<td>Active</td>
<td>2</td>
<td>OSU_SALARY_NONEXEMPT</td>
</tr>
<tr>
<td>Anderson, Alexander</td>
<td>832726778</td>
<td>08/31/2015</td>
<td>Active</td>
<td>MIME RA - Grimm-304000-C55228-00 Graduate Research</td>
<td>Active</td>
<td></td>
<td>OSU_HOURLY_NONEXEMPT</td>
</tr>
<tr>
<td>Bunch, Bradley</td>
<td>631461812</td>
<td>07/24/2011</td>
<td>Active</td>
<td>Program-271000-C32602-00</td>
<td>Active</td>
<td></td>
<td>OSU_SALARY_NONEXEMPT</td>
</tr>
<tr>
<td>Chowder, Clem</td>
<td>631461812</td>
<td>09/16/2007</td>
<td>Active</td>
<td>Manager-Senior Program-271000-C10655-00</td>
<td>Active</td>
<td></td>
<td>OSU_EXEMPT</td>
</tr>
<tr>
<td>Coben, Hartan</td>
<td>832655504</td>
<td>12/16/2014</td>
<td>Active</td>
<td>COB Student Worker-271000-C50222-00</td>
<td>Active</td>
<td></td>
<td>OSU_HOURLY_NONEXEMPT</td>
</tr>
</tbody>
</table>
**Hours Worked by Pay Code**

Path: Manager Reports>Time Sheet Reports>Hours Worked by Pay Code

This report provides a breakdown of all hours worked in the pay period for the selected pay codes and assignment group. A pay code will only display if at least one employee in the assignment group selected used the pay code.

**Options**

**Report: Hours Worked by Pay Code**

**Report Parameters**

- **Start Date:**
  - 11/01/2016

- **End Date:**
  - 11/30/2016

- **Assignment Group List:**
  - Brice Beaver Employees

- **Pay Code:**
  - Additional Hours Worked
  - Bereavement
  - Bereavement - Pre-Approved
  - Clock
  - Comp
  - Comp - Pre-Approved

**Required Fields:**
- Date range for the report
- Assignment Group(s)
- Pay Code(s)

For assignment group and pay code check the box next to the values needed for the report or click Select All to choose all values.

**Optional Fields:**
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

**Output Options:** PDF, Excel, HTML
### Hours Worked by Pay Code from 11/01/2016 to 11/30/2016

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Pay Codes</th>
<th></th>
<th></th>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Clock</td>
<td>Holiday</td>
<td>Work In/Out</td>
<td>Worked Hours</td>
<td></td>
</tr>
<tr>
<td>Beaver, Brody</td>
<td>730678780</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Beaver, Douglas</td>
<td>631660632</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Beaver, Rosa</td>
<td>631382853</td>
<td>0.00</td>
<td>24.00</td>
<td>0.00</td>
<td>152.00</td>
<td>176.00</td>
</tr>
<tr>
<td>Beaver, Stanley</td>
<td>630657465</td>
<td>0.00</td>
<td>6.00</td>
<td>0.00</td>
<td>38.00</td>
<td>44.00</td>
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<tr>
<td>Beaver, Viola</td>
<td>632877226</td>
<td>0.00</td>
<td>24.00</td>
<td>0.00</td>
<td>152.00</td>
<td>176.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>8.00</td>
<td>54.00</td>
<td>11.00</td>
<td>342.00</td>
<td>415.00</td>
</tr>
</tbody>
</table>
OSU Time Sheet Approval History

Path: Manager Reports>Time Sheet Reports>OSU Time Sheet Approval History

This report shows if an employee submitted their timesheet and if a supervisor has approved it yet. In addition, it shows the assignment name, timesheet org, position number, and timesheet details. If a timesheet is amended, this report will show the approval history for the original version of the timesheet, not the amended timesheet.

Options

Report Parameters

Required Fields:
- Date range for report
- Assignment Group(s)

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
| Supervisor | Supervisor ID | Employee | Employee ID | Pay Period End Date | Assignment Name | Timesheet ORG | Position # Suffix | Index | Activity Code | Total Hours | Regular Hours | OT Hours | Leave Hours | Exceptions | Time Sheet Submitted | Submitted Date/Time | Time Sheet Approver | Approver ID | Event Date/Time | Event |
|------------|---------------|----------|-------------|---------------------|----------------|---------------|----------------|-------|---------------|-------------|---------------|----------|-------------|-----------|-------------|------------|-------------------|-------------------|------------------|-------------|----------------|-------|
| Benna, Michael | 032262515 | Pittman, Jill | 611825670 | 09/30/2017 | Accountant I | C232000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Searls, Samantha | 611825646 | 09/30/2017 | Instructor | C017300 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Tia, Nai | 611825670 | 09/30/2017 | Instructor | C017300 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Unger, Kira | 611825600 | 09/30/2017 | Instructor | C017300 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Wale, Becky | 611825670 | 09/30/2017 | General Contractor | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Davis, Ellie | 611825670 | 09/30/2017 | Office Support | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Girton, Maria | 611825670 | 09/30/2017 | Carpenter Helper | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Davis, Rossa | 611825670 | 09/30/2017 | Office Manager | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Bratley, Stanley | 611825670 | 09/30/2017 | Academic Wages Agent | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Michael | 032262515 | Davis, Viola | 611825670 | 09/30/2017 | Dean | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Coates, John | 611825670 | 09/30/2017 | Staff/Support Staff | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Craft, Tom | 611825670 | 09/30/2017 | HR/HR Coordinator | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Hines, David | 611825670 | 09/30/2017 | Communication & Marketing | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Kopp, John | 611825670 | 09/30/2017 | WERF (Water Resource) | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Davis, John | 611825670 | 09/30/2017 | WERF (Water Resource) | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Pullins, John | 611825670 | 09/30/2017 | WERF (Water Resource) | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Davis, Rossa | 611825670 | 09/30/2017 | Office Manager | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Landis, Andy | 611825670 | 09/30/2017 | Custodian | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Davis, Viola | 611825670 | 09/30/2017 | Custodian | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Davis, Rossa | 611825670 | 09/30/2017 | Office Manager | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
| Benna, Della | 032262514 | Davis, Rossa | 611825670 | 09/30/2017 | Office Manager | C030000 | 00 | 0.80 | 0.80 | 0 | 0 | 0 | 0 | Yes | No | 0 |
OSU Time Sheet Detail Query

Path: Manager Reports>Time Sheet Reports>OSU Time Sheet Detail Query

This report shows employees in the assignment group with the selected pay code on their timesheet for the date range entered.

Options

Required Fields:
- Date range for the report
- Assignment Group(s)
- LD1
- LD2
- Pay Code(s)

For assignment group and pay code check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
# Time Sheet Detail Query from 11/01/2016 to 11/30/2016

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Index</th>
<th>Activity Code</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Time Sheet Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahoy, Chip (832776275)</td>
<td></td>
<td>Comp Lab Attendant-121140-C50343-00</td>
<td>11/09/2016</td>
<td>11:19 AM</td>
<td></td>
<td>0.00</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Clock</td>
<td>SCH UGTA Nafshun-261400-C50207-00</td>
<td>11/16/2016</td>
<td>11:01 AM</td>
<td>03:42 PM</td>
<td>4.68</td>
<td>0</td>
</tr>
<tr>
<td>Aranda, Burma (832536088)</td>
<td></td>
<td>MES Research General-217700-C51407-S0</td>
<td>11/18/2016</td>
<td>12:37 PM</td>
<td>08:00 PM</td>
<td>7.38</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Clock</td>
<td>MES Research Wildflower-217700-C51407-S3</td>
<td>11/21/2016</td>
<td>02:35 PM</td>
<td></td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>Beaver, Douglas (631680632)</td>
<td></td>
<td>Office Specialist 2-231200-C30765-00</td>
<td>11/21/2016</td>
<td>08:00 AM</td>
<td>04:35 PM</td>
<td>8.58</td>
<td>1</td>
</tr>
</tbody>
</table>
Schedule Cycle Pattern

Path: Manager Reports>Schedule Reports>Schedule Cycle Pattern

This report lists the on/off cycle for the date range of the schedule cycle and employee selected. If will list the on/off cycle even if the employee selected is not assigned the schedule cycle selected.

Options

Report: Schedule Cycle Pattern

Report Parameters

Start Date: 01/29/2017
End Date: 02/11/2017
Assignment Group List: Brice Beaver Employees
Schedule Cycle and Initial Phase: CYCLE1 \ M_TH_815A_5P_45M_LUNCH
Employee ID: 730678780

Output Options: PDF, Excel, HTML

Required Fields:
- Date range for the report
- Assignment Group(s)
- Schedule Cycle(s)
- Employee ID

For assignment group and schedule cycle check the box next to the values needed for the report or click Select All to choose all values.
## Schedule Cycle Pattern for Brody Beaver (730678780) from 01/29/2017 to 02/11/2017

**Brice Beaver Employees**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Schedule Cycle \ Initial Cycle Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort Class:211200-C51 392.50</td>
<td>CYCLE1 \ M_TH_S15A_5P_45M_LUNCH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/29</td>
<td>OFF</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>OFF</td>
<td>ON</td>
<td>OFF</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>OFF</td>
</tr>
<tr>
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<td>ON</td>
<td>ON</td>
<td>ON</td>
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<td>OFF</td>
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<td>OFF</td>
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<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>ON</td>
<td>OFF</td>
</tr>
</tbody>
</table>
Schedule vs. Actual by Day

Path: Manager Reports>Schedule Reports>Schedule vs. Actual Reports>Schedule vs. Actual by Day

This report shows actual hours worked compared to scheduled hours. Note: not all pay codes available in EmpCenter are included on this report.

Options

Output Options: PDF, Excel, HTML

Required Fields:
- Pay Period End Date
- Assignment Group(s)

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
## Schedule vs. Actual by Day

### Pay

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brice Beaver</td>
<td>Beaver, Douglas</td>
<td>Hours Sched.</td>
<td>8.50</td>
<td>8.50</td>
<td>8.50</td>
<td>8.50</td>
<td>8.50</td>
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<td>8.50</td>
<td>8.50</td>
</tr>
<tr>
<td>Employees</td>
<td>(631660632)</td>
<td>Hours Actual</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Pay Sched.</td>
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<td>3.182.67</td>
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<tr>
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<td>Pay Actual</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Total

|                 |                  | Hours Sched.           | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 8.50      | 187.00   |
|                 |                  | Hours Actual           | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 16.00    |
|                 |                  | Pay Sched.             | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 144.67    | 3.182.67 |
|                 |                  | Pay Actual             | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 16.00    |
Specific Pay Code Statistics

Path: Manager Reports>Financial Reports>Specific Pay Code Statistics

This report shows lists hours worked and pay earned for the date range, employees, and pay codes selected.

Options

Output Options: PDF, Excel, CSV, HTML
## EmpCenter

### Specific Pay Code Statistics from 11/01/2016 to 11/30/2016

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Assignment Group</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Work Date</th>
<th>Hours</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock</td>
<td>Business Center - ASBC</td>
<td>Aranda, Burma</td>
<td>832536088</td>
<td>11/16/2016</td>
<td>4.75</td>
<td>$47.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work In/Out</td>
<td>Business Center - ASBC</td>
<td>Cardy, Toby</td>
<td>631451668</td>
<td>11/10/2016</td>
<td>11.00</td>
<td>$167.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aranda, Burma</td>
<td>832536088</td>
<td>11/21/2016</td>
<td>6.00</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aranda, Burma</td>
<td>832536088</td>
<td>11/29/2016</td>
<td>3.00</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work In/Out Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20.00</td>
<td>$277.22</td>
</tr>
</tbody>
</table>

Oregon State University
**Time Off Request**

Path: Manager Reports>Time Off Reports>Time Off Request

This report shows employee time off requests for the date range and status selected. It includes the date, type, and hours of the request and the date the request was submitted.

**Options**

**Report: Time Off Request**

**Report Parameters**

- **Start Date:**
  - 12/01/2016
  - 0 day(s) before

- **End Date:**
  - 12/31/2016
  - 0 day(s) before

- **Assignment Group List:**
  - Filter Values
  - Select All
  - Brice Beaver Employees
  - 1 selected: Brice Beaver Employees

- **Time Off Request Status:**
  - Filter Values
  - Select All
  - Pending
  - Rejected
  - Approved
  - Cancelled
  - Expired
  - 5 selected: Pending, Rejected, Approved, Cancelled, Expired

**Employee ID:**

**Employee Last Name:**

**Required Fields:**
- Date range for the report
- Assignment Group(s)
- Time Off Request Status

For assignment group and request status check the box next to the values needed for the report or click Select All to choose all values.

**Optional Fields:**
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

**Output Options:** PDF, Excel, CSV, HTML
## Time Off Request from 12/01/2016 to 12/31/2016

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Time Off Type</th>
<th>Time Off Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Status</th>
<th>Request Submitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver, Douglas</td>
<td>631660632</td>
<td>Vacation - Pre-Approved</td>
<td>Tuesday 12/27/2016</td>
<td></td>
<td></td>
<td>8.00</td>
<td>Approved</td>
<td>12/05/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation - Pre-Approved</td>
<td>Wednesday 12/28/2016</td>
<td></td>
<td></td>
<td>8.00</td>
<td>Approved</td>
<td>12/05/2016</td>
</tr>
</tbody>
</table>
Time Off Request Calendar

Path: Manager Reports>Time Off Reports>Time Off Request Calendar

This report shows a calendar view of employee time off requests for the date range and status selected. It includes the employee name and id, type, and hours of the request.

Options

![Report Parameters]

**Required Fields:**
- Date range for the report
- Assignment Group(s)
- Time Off Request Status

For assignment group and request status check the box next to the values needed for the report or click Select All to choose all values.

**Optional Fields:**
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, HTML
Time Sheet Approval History

Path: Manager Reports>Time Sheet Reports>Time Sheet Approval History

This report shows if an employee submitted their timesheet and if a supervisor has approved it yet. If a timesheet is amended, this report will show the approval history for the most recent version of the timesheet, not the original timesheet. For more details about the timesheet, see the OSU Time Sheet Approval History Report.

Options

The report parameters include:

- **Start Date:**
  - Date range for the report

- **End Date:**
  - Date range for the report

- **Assignment Group List:**
  - Assignment Group(s)
  - For assignment group, check the box next to the values needed for the report or click Select All to choose all values.

- **Employee ID:**
  - Employee ID

- **Employee Last Name:**
  - Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
## Time Sheet Approval History from 01/31/2017 to 01/31/2017

### Assignment Group: Brice Beaver Employees

<table>
<thead>
<tr>
<th>Assigned Approver</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Pay Period End Date</th>
<th>Time Sheet Submitted?</th>
<th>Submitted Date/Time</th>
<th>Time Sheet Approver</th>
<th>Approver ID</th>
<th>Event Date/Time Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver, Brice</td>
<td>Beavon, Betsy</td>
<td>630543653</td>
<td>01/31/2017</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beavon, Douglas</td>
<td>631660632</td>
<td>01/31/2017</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beavon, Monica</td>
<td>630704165</td>
<td>01/31/2017</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beavon, Rosa</td>
<td>631382853</td>
<td>01/31/2017</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beavon, Stanley</td>
<td>630657485</td>
<td>01/31/2017</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beavon, Viola</td>
<td>632877226</td>
<td>01/31/2017</td>
<td>Yes</td>
<td>01/31/2017 12:45 PM</td>
<td>Beaver, Brice</td>
<td>631888101</td>
<td>01/31/2017 2:46 PM</td>
</tr>
</tbody>
</table>
Time Sheet Audit for Date Range

Path: Manager Reports>Time Sheet Reports>Time Sheet Audit Reports>Time Sheet Audit for Date Range

This report displays all changes made on the selected employee’s timesheet for the date range selected. It includes the employee ID of the person that made the change and the IP address of the computer used.

Options

Report Parameters

Start Date: 11/01/2016
End Date: 11/30/2016

Assignment Group List:
- Business Center - HSBC
- Timesheet Org 220000 Employees
- Timesheet Org 222000 Employees
- Timesheet Org 311200 Employees
- Timesheet Org 311300 Employees

Employee ID: 630722380

Required Fields:
- Date range for the report
- Assignment Group(s)
- Employee ID

The employee ID entered must be part of the assignment group selected or the report will be blank.

Output Options: PDF, Excel, CSV, HTML
Note: the report is in Work Date order, which is the fifth column, not the first column.
Time Sheet Comments

Path: Manager Reports>Time Sheet Reports>Time Sheet Comments

This report displays all comments – whether at the time slice level or the timesheet level – on an employee’s timesheet for the date range selected. It includes the timesheet pay period dates where the comments were entered.

Options

Output Options: PDF, Excel, CSV, HTML

Report: Time Sheet Comments

Report Parameters

Start Date:
- 12/16/2016
- 0 day(s) before

End Date:
- 01/15/2017
- 0 day(s) before

Assignment Group List:
- Filter Values
- Select All
- Brice Beaver Employees
  1 selected: Brice Beaver Employees

Employee ID:

Employee Last Name:

Required Fields:
- Date range for the report
- Assignment Group(s)

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.
# EmpCenter

## Time Sheet Comments from 12/16/2016 to 01/15/2017

<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Work Date</th>
<th>Pay Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brice Beaver Employees</td>
<td>Barrs, Monk</td>
<td>631566253</td>
<td></td>
<td></td>
<td>computer was slow</td>
</tr>
<tr>
<td></td>
<td>Time Slice Level Comments: 12/20/2016</td>
<td>Clock</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaver, Trevor</td>
<td>832499526</td>
<td></td>
<td></td>
<td>Time Sheet Level Comments: Please change labor distribution for this pay period:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25% Index 1234</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75% Index 5678</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brice Beaver 7-9999</td>
</tr>
</tbody>
</table>
Time Sheet Exceptions

Path: Manager Reports>Exception Reports>Time Sheet Exceptions

This report shows selected exceptions (if any) on employees’ timesheets for the pay period entered.

Options

Required Fields:
- Pay Period End Date
- Assignment Group(s)
- Exception Code(s)

For assignment group and exception code check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Lowest Severity Code to Report
- Employee ID
- Employee Last Name

Change the severity code to limit the type of exceptions reported - from no exception (meaning all levels reported) to error (only red level exceptions reported).

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML

Please note: if scheduling this report, you cannot select all exceptions in the list, you must select the exact exceptions you need to report on.
# Time Sheet Exceptions for Period Ending on 01/31/2017

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Assignment</th>
<th>Exception Date</th>
<th>Severity</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraha, Keeley</td>
<td>631584344</td>
<td>Administrative Program Spec-191000-C38359-00</td>
<td>01/07/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Abraha, Keeley</td>
<td>631584344</td>
<td>Administrative Program Spec-191000-C38359-00</td>
<td>01/14/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Abraha, Keeley</td>
<td>631584344</td>
<td>Administrative Program Spec-191000-C38359-00</td>
<td>01/21/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Abraha, Keeley</td>
<td>631584344</td>
<td>Administrative Program Spec-191000-C38359-00</td>
<td>01/28/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Barrett, Nina</td>
<td>632258753</td>
<td>Oper Systems-Network Analyst-121160-C38111-00</td>
<td>01/07/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Barrett, Nina</td>
<td>632258753</td>
<td>Oper Systems-Network Analyst-121160-C38111-00</td>
<td>01/14/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Barrett, Nina</td>
<td>632258753</td>
<td>Oper Systems-Network Analyst-121160-C38111-00</td>
<td>01/21/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Branch, Hildy</td>
<td>631454247</td>
<td>Program Representative 2-104000-C32209-00</td>
<td>01/07/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td>Branch, Hildy</td>
<td>631454247</td>
<td>Program Representative 2-104000-C32209-00</td>
<td>01/14/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
</tbody>
</table>
Time Sheet Exceptions Within Date Range

Path: Manager Reports>Exception Reports>Time Sheet Exceptions Within Date Range

This report shows selected exceptions (if any) on employees' timesheets for the date range entered.

Options

Output Options: PDF, Excel, CSV, HTML

Please note: if scheduling this report, you cannot select all exceptions in the list, you must select the exact exceptions you need to report on.
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Assignment</th>
<th>Exception Date</th>
<th>Severity</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraha, Keeley</td>
<td>631584344</td>
<td>Administrative Program</td>
<td>01/07/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spec-191000-C3835 9-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/14/2017 Error (not paid)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barrett, Nina</td>
<td>632258763</td>
<td>Oper Systems-Network Analyst</td>
<td>01/07/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>121169-C38111-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/14/2017 Error (not paid)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brees, Dew</td>
<td>631426508</td>
<td>Info Technology Consultant</td>
<td>01/07/2017</td>
<td>Error (not paid)</td>
<td>Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>122100-C38382-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/14/2017 Error (not paid)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time Sheet Output Query

Path: Manager Reports>Financial Reports>Time Sheet Output Query

This report list pay codes and hours on the employee timesheet for the date range entered and the pay codes selected. It includes a breakdown by assignment if the employee has more than one job.

Options

Output Options: PDF, Excel, CSV, HTML
## EmpCenter

### Time Sheet Output Query from 11/01/2016 to 11/30/2016

**Employee:** Beaver, Brody (730678780)  
**Assignment:** Hort Class-211200.C51392-S0

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Index</th>
<th>Activity Code</th>
<th>Date</th>
<th>Hours</th>
<th>Pay</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work In/Out</td>
<td>AGD021</td>
<td>AHAM</td>
<td>11/02/2016</td>
<td>3.00</td>
<td>$33.00</td>
<td>Normal</td>
</tr>
<tr>
<td>Assignment Total</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td>Employee Total</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
<td>$33.00</td>
<td></td>
</tr>
</tbody>
</table>

**Employee:** Beaver, Douglas (631660632)  
**Assignment:** Office Specialist 2-231200.C30765.00

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Index</th>
<th>Activity Code</th>
<th>Date</th>
<th>Hours</th>
<th>Pay</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work In/Out</td>
<td></td>
<td></td>
<td>11/25/2016</td>
<td>4.00</td>
<td>$84.00</td>
<td>Normal</td>
</tr>
<tr>
<td>Work In/Out</td>
<td></td>
<td></td>
<td>11/25/2016</td>
<td>4.00</td>
<td>$84.00</td>
<td>Normal</td>
</tr>
<tr>
<td>Assignment Total</td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>$168.00</td>
<td></td>
</tr>
<tr>
<td>Employee Total</td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>$168.00</td>
<td></td>
</tr>
</tbody>
</table>
Unapproved Time Sheets

Path: Manager Reports>Time Sheet Reports>Unapproved Time Sheets

This report lists all timesheets that have not been approved by the supervisor for the pay period selected, organized by supervisor. It also lists the supervisor and employee email addresses.

Options

![Image of report parameters]

Required Fields:
- Pay Period End Date
- Assignment Group(s)

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

Optional Fields:
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

Output Options: PDF, Excel, CSV, HTML
<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Supervisor</th>
<th>Supervisor Email</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Assignment</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Center - AABC</td>
<td>Anderson</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
<td>Porter, Chase</td>
<td>630587455</td>
<td>Radiation Protchn Tchnlg</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Boat, Rowan</td>
<td>631540264</td>
<td>Office Specialist</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Baker</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
<td>Horton, Wilma</td>
<td>639333382</td>
<td>Asst1 Dir-Leadership</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Beaver</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
<td>Beaver, Monica</td>
<td>630704165</td>
<td>Cartographer Prm</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>633020686</td>
<td>Srgb-16000-0-C33317-00</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>631548723</td>
<td>Custodian-16000-0-C33429</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
</tbody>
</table>
**Unsubmitted Time Sheets**

Path: Manager Reports>Time Sheet Reports>Unsubmitted Time Sheets

This reports shows timesheets that have not been submitted by the employee for the pay period selected, organized by supervisor. It also lists the supervisor and employee email addresses.

**Options**

**Report: Unsubmitted Time Sheets**

- **Pay Period End Date:** 02/28/2017
- **Assignment Group List:**
  - Business Center - BEBC
  - Timesheet Org 150040 Employees
  - Timesheet Org 154145 Employees
  - Timesheet Org 154155 Employees
  - Timesheet Org 301000 Employees

- **Employee ID:**

- **Employee Last Name:**

**Required Fields:**
- Pay Period End Date
- Assignment Group(s)

For assignment group check the box next to the values needed for the report or click Select All to choose all values.

**Optional Fields:**
- Employee ID
- Employee Last Name

Enter the employee ID or last name to run the report for just one employee.

**Output Options:** PDF, Excel, CSV, HTML
# Unsubmitted Time Sheets for Pay Period End Date 02/28/2017

<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Supervisor</th>
<th>Supervisor Email</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Assignment</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Center - BEBC</td>
<td>Beaver, Brice</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
<td>Beaver, Stanley</td>
<td>630657455</td>
<td>Academic Wage Appt -</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Beaver, Viola</td>
<td>632077228</td>
<td>Salaried-303000-C25227-00</td>
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