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<td>Time Sheet Audit for Date Range</td>
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<td>Options</td>
<td>63</td>
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<tr>
<td>Report</td>
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<td>65</td>
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<tr>
<td>Options</td>
<td>65</td>
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<tr>
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<td>66</td>
</tr>
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<td>Timesheet Exceptions</td>
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<td>Timesheet Exceptions Within Date Range</td>
<td>69</td>
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<td>Options</td>
<td>69</td>
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<td>Report</td>
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<tr>
<td>Time Sheet Output Query</td>
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<tr>
<td>Options</td>
<td>71</td>
</tr>
<tr>
<td>Report</td>
<td>72</td>
</tr>
<tr>
<td>Unapproved Time Sheets</td>
<td>73</td>
</tr>
<tr>
<td>Options</td>
<td>73</td>
</tr>
<tr>
<td>Report</td>
<td>74</td>
</tr>
<tr>
<td>Unsubmitted Time Sheets</td>
<td>75</td>
</tr>
<tr>
<td>Options</td>
<td>75</td>
</tr>
<tr>
<td>Report</td>
<td>76</td>
</tr>
</tbody>
</table>
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 Reporting:

   ![Dashboard Screenshot](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 Screenshot](image)

   Note: the Reports About Me and the Time Off Reports folders contains reports for your timesheet and time off 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:

![Image of Report: Unsubmitted Time Sheets]

5. Select the delivery option:

![Image of 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:

![Image of Run Report Now with HTML selected]

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:

   ![Export window](image)

   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]

- **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:

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

Path: Manager Reports>Schedule Reports>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

Report Parameters

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.

Output Options: PDF, Excel, HTML
# 14 Day Schedule from 12/04/2016 to 12/17/2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/05</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
</tr>
<tr>
<td>12/06</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
</tr>
<tr>
<td>12/07</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>12/08</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
</tr>
<tr>
<td>12/09</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
</tr>
<tr>
<td>12/10</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>12/11</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
</tr>
<tr>
<td>12/12</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
</tr>
<tr>
<td>12/13</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>12/14</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
</tr>
<tr>
<td>12/15</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
<td>04:30 PM</td>
</tr>
<tr>
<td>12/16</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
</tbody>
</table>

Beaver, Douglas  
(631860632)
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
## 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>633047228</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, Tigara</td>
<td>632643263</td>
<td>Asst Coord-Baseball Camps 490000-C17455-00</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>

### Pay Code

<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>
</tbody>
</table>

**Grand Total** 40.00
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

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>Jury Duty</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sick</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>Employee Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>8.00</strong></td>
</tr>
<tr>
<td>OSU_NONEXEMPT</td>
<td>Thorburn, Tiga</td>
<td>632643263</td>
<td>Jury Duty</td>
<td>16.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>16.00</strong></td>
</tr>
<tr>
<td><strong>Employee Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>16.00</strong></td>
</tr>
<tr>
<td><strong>Policy Profile Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>24.00</strong></td>
</tr>
</tbody>
</table>
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
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 List:
  - Comp Time
  - Personal Bank
  - Sick Bank
  - Sub-Hour-Worked
  - Vacation Bank

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
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**

**Report Parameters**

- **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

**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

<table>
<thead>
<tr>
<th>Report: Amended Time Sheets - Currently Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Parameters</td>
</tr>
</tbody>
</table>

- **Assignment Group List:**
  - 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**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Original Period End</th>
<th>Destination Period End</th>
<th>Current Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander, Rainey</td>
<td>832466020</td>
<td>07/15/2016</td>
<td>11/15/2016</td>
<td>Open</td>
</tr>
</tbody>
</table>

**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>06/15/2016</td>
<td>Who Am I (SYSTEM)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>07/01/2016</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>07/04/2016</td>
<td>Counts to Worked Hrs</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>07/04/2016</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>032465020</td>
<td>07/04/2016</td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/04/2016</td>
<td></td>
<td></td>
<td></td>
<td>6.00</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 Time Sheets – Processed**

Path: Manager Reports>Time Sheet Reports>Amended Time Sheet Reports>Amended Time Sheets Processed

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

**Options**

![Report: Amended Time Sheets - Processed](image)

- **Report Parameters**
  - **Pay Period End Date**: 10/31/2016
  - **Assignment Group List**: Brice Beaver Employees
  - **Employee ID**
  - **Employee Last Name**
  - **Show All Versions of Time Sheet Created as of Pay Period End Date**: False

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

**Note:** the pay period is the pay period the amended timesheet was processed.

**Optional Fields:**
- 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>Employee Name</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turner, Paige</td>
<td>630705130</td>
</tr>
</tbody>
</table>

**Processed Adjustments for Period 09/30/2016**

<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

![Image of Assignment Group Detail report parameters]

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

<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>Barss, 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>630661516</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>

*Oregon State University*
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: Data Collection Device - Errors**

**Report Parameters**

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

- **End Date:**
  - 12/30/2016
  - 0 day(s) before

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

- **Clock ID:**
  - All
  - Athletics
  - __WEB_CLOCK__
  - 1 selected: All

- **Swipe Process Result:**
  - Authentication Error
  - Badge not found
  - Duplicate Punch detected
  - Employee not found
  - Unexpected error
  - Policy Error
  - Timecard locked
  - 11 selected: Authentication Error, Badge not found, Concurrent Modification, Duplicate Punch detected, Employee not found, Unexpected error, 5 more

- **Swipe ID (Enter a Swipe ID for the Specific Swipe ID or Leave Blank for All Swipe IDs):**

- **Badge ID:**

- **Employee ID:**

- **Employee Last Name:**

**Required Fields:**
- Date range for the report
- Assignment Group(s)
- Clock ID
- Swipe Process Result

**For the assignment group, clock ID, and swipe process result options, check the box next to the values needed for the report or click Select All to choose all values.**

**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
# Report

**EmpCenter**

## Data Collection Device - Errors from 12/01/2016 to 12/30/2016

<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>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>NIWREC Field-217400-C51420-S0 Clock</td>
<td>2600721155</td>
<td>2554295984</td>
<td></td>
</tr>
</tbody>
</table>

Process Result: Duplicate Punch detected

Duplicate Punch detected; punch ignored.

Duplicate swipe detected for swipe_id=2608721155:
clockId=___WEBCLOCK___ eventType=2("in Swipe")
  , idField="2554295884", eventDttm="2016-12-02 11:39:39", badgeGroup="null", checkPassword=false, password="null"
  , idType1=5(ASGNMT_ID), idType2=0(EMPLOYEEID), idType3=0(EMPLOYEEID)
  , biometricsResult="(not_preformed)
  , job=null, payCode=CLOCK, saveSwipeOnly=false, clock attrb=OSU_PACIFIC_STANDARD_TIME, estimated swipe time=0, time sync quality=60, swipe source=30, last known server time=0, time zone=PST, process result=DUPPLICATE_SWIPE(300)
  , excp msg="null"
  , excp code=null, emp=2554295982
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

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 employee last name to run the report for just one employee.
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

Report: Data Collection Device - Orphan Transactions

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.
EmpCenter

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>

Oregon State University
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
# EmpCenter

## 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>
</table>
| **Clock: 1303069**
Ibarra, Safi   | 832453851    | 12/06/2016 02:19 PM | Swipe Out | MURFS Pangea Sandwich-160450-C50108-00 | Clock    | 2510553415     |
| Seek, Heidi   | 831934582    | 12/06/2016 01:49 PM | Swipe In  | MURFS The Dam-160450-C50108-00   | Clock    | 2510053085     |
| Seek, Heidi   | 831934582    | 12/07/2016 08:06 AM | Swipe In  | MURFS Bites-160450-C50108-00     | Clock    | 25100621453    |
| **Clock: Athletics**
Ibarra, Safi   | 832453851    | 12/19/2016 01:41 PM | Swipe Out | MURFS Pangea Sandwich-160450-C50108-00 | Clock    | 2611135085     |
| Seek, Heidi   | 831934582    | 12/06/2016 09:48 AM | Swipe In  | MURFS The Dam-160450-C50108-00   | Clock    | 2510030890     |
| Seek, Heidi   | 831934582    | 12/19/2016 01:41 PM | Swipe In  | MURFS The Dam-160450-C50108-00   | Clock    | 2611126148     |

---

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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

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
### EmpCenter

**Email and Messaging from 12/01/2016 to 12/07/2016**

#### Message Send Failure Total: 0

<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</td>
<td>Sent</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.</td>
</tr>
</tbody>
</table>
**Hours by Pay Code**

Path: Manager Reports>Time Sheet Reports>Hours 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 Parameters**
  - Start Date: 11/01/2016
  - End Date: 11/30/2016

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

- **Pay Code**:
  - Filter Values
  - Select All
  - Clock, Holiday, Regular Hours, Sick, Sick - Pre-Approved, Vacation

- **Required Fields**:
  - Date range for the report
  - Assignment Group(s)
  - Pay Code(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
# Hours 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>Clock</th>
<th>Holiday</th>
<th>Work In/Out</th>
<th>Worked Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver, Brody</td>
<td>730678780</td>
<td></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></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>631362653</td>
<td></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>630674865</td>
<td></td>
<td>0.00</td>
<td>6.00</td>
<td>0.00</td>
<td>38.00</td>
<td>44.00</td>
</tr>
<tr>
<td>Beaver, Viola</td>
<td>632877226</td>
<td></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></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

Output Options: PDF, Excel, CSV, HTML

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.
| Supervisor | Supervisor ID | Employee | Employee ID | Pay Period Start Date | 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 |
|------------|---------------|----------|-------------|---------------------|-------------------|-----------------|---------------|-----------------|-------|---------------|-------------|---------------|-----------|-------------|-------------|--------------|--------------|-------------------|-----------------|-------------------|-------------|-----------------|
| Banks, Michael | 030202915 | Pinnock, Clay | 611902470 | 09/01/2017 | 09/30/2017 | Accountant 1 | 358120 | C32006 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Seran, Samantha | 611924440 | 09/01/2017 | 09/30/2017 | Instructor | 241200 | C19734 | 00 | 91.93 | 91.93 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Tid, Nal | 611922970 | 09/01/2017 | 09/30/2017 | Instructor | 241200 | C19596 | 00 | 55.22 | 55.22 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Urgay, Keane | 611930190 | 09/01/2017 | 09/30/2017 | Instructor | 252400 | C197149 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | Yes |
| Banks, Michael | 030202915 | Verizon, Kelly | 611945650 | 09/01/2017 | 09/30/2017 | General Counsel | 309400 | C30686 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Davis, Douglas | 611903032 | 09/01/2017 | 09/30/2017 | Office Tel: 2 | 205200 | C20705 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Davis, Domenica | 611904165 | 09/01/2017 | 09/30/2017 | Comp/Prov Hoch | 479000 | C32099 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Davis, Rossa | 611902053 | 09/01/2017 | 09/30/2017 | Office Manager | 270000 | C196244 | 00 | 170.00 | 170.00 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Davis, Stanley | 611905145 | 09/01/2017 | 09/30/2017 | Academic Wages Amt.- Seniors | 300000 | C25227 | 00 | 44.00 | 44.00 | 0.00 | 0.00 | Yes | No |
| Banks, Michael | 030202915 | Davis, Viola | 613907220 | 09/01/2017 | 09/30/2017 | Dean | 275000 | C11851 | 00 | 170.00 | 170.00 | 0.00 | 0.00 | Yes | No |
| Banks, дела | 030201139 | Crain, Shawn | 613902222 | 09/01/2017 | 09/30/2017 | Sys-Roll: Food Service | 100000 | C17051 | 00 | 170.00 | 170.00 | 0.00 | 0.00 | Yes | No |
| Banks, дела | 030201139 | Croft, Terron | 613902020 | 09/01/2017 | 09/30/2017 | HSCD Coordinator | 150000 | C18707 | 00 | 170.00 | 170.00 | 0.00 | 0.00 | Yes | No |
| Banks, дела | 030201139 | Himes, Onell | 613900966 | 09/01/2017 | 09/30/2017 | Comm & Marketing | 130000 | C13517 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Horne, Miki | 613901851 | 09/01/2017 | 09/30/2017 | Multitask Pantry | 100400 | C05108 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Horne, Sally | 613901391 | 09/01/2017 | 09/30/2017 | Multitask Pantry/Desde | 100900 | C09100 | 00 | 0.79 | 0.79 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Horne, Sally | 613901391 | 09/01/2017 | 09/30/2017 | Multitask Pantry/Desde | 100900 | C09100 | 00 | 0.79 | 0.79 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Jhiri, Gabriel | 613902697 | 09/01/2017 | 09/30/2017 | multiple 2 finish | 100600 | C19609 | 00 | 170.00 | 170.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Lanza, Delia | 613904323 | 09/01/2017 | 09/30/2017 | Custodian | 100000 | C23429 | 00 | 15.00 | 15.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Lemar, Rashe | 613916176 | 09/01/2017 | 09/30/2017 | Custodian | 100400 | C23143 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Leatth, Imoh | 613913450 | 09/01/2017 | 09/30/2017 | MURIT The Corn | 100450 | C05100 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Leatth, Imoh | 613913450 | 09/01/2017 | 09/30/2017 | MURIT The Corn | 100450 | C05100 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
| Banks, деле | 030201139 | Leatth, Imoh | 613913450 | 09/01/2017 | 09/30/2017 | MURIT The Corn | 100450 | C05100 | 00 | 0.00 | 0.00 | 0.00 | 0.00 | Yes | No |
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
<table>
<thead>
<tr>
<th>Pay Code</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>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>Aranda, Burma (832536088)</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>Barrs, Handel (832784618)</td>
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<td>11/19/2016</td>
<td>12:37 PM</td>
<td>08:00 PM</td>
<td>7.38</td>
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<tr>
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<td>MES Research Wildflower-217700-C51407-S3</td>
<td>11/21/2016</td>
<td>02:35 PM</td>
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<tr>
<td>Beaver, Douglas (631680632)</td>
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<td>11/21/2016</td>
<td>08:00 AM</td>
<td>04:35 PM</td>
<td>8.58</td>
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</tr>
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</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. It will list the on/off cycle even if the employee selected is not assigned the schedule cycle selected.

Options

- 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</th>
<th>Initial Cycle Phase</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
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<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ON</td>
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<td>ON</td>
<td>ON</td>
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</tr>
</tbody>
</table>

**Note:**
- OFF: Employee is off duty.
- ON: Employee is on duty.

**Class:** 211200-C51392.50

**Initial Cycle:** CYCLE1 \ M TH S15A 5P 45M LUNCH
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
## Schedule vs. Actual by Day

### Pay

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brice Beaver</td>
<td>Beaver, Douglas</td>
<td>Hours Sched.</td>
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<td>8.50</td>
<td>8.50</td>
<td>8.50</td>
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<td>8.50</td>
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<tr>
<td>Employees</td>
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<td>Hours Actual</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
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<td>Pay Actual</td>
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<td>Hours Actual</td>
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<td>0.00</td>
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<td>Pay Actual</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>
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**

**Report: Specific Pay Code Statistics**

**Report Parameters**

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

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

**Assignment Group List:**
- Business Center - ASBC
- Timesheet Org 100050 Employees
- Timesheet Org 110040 Employees
- Timesheet Org 215300 Employees
- Timesheet Org 315400 Employees

1 selected: Business Center - ASBC

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

2 selected: Clock, Work In/Out

**Employee ID:**

**Employee Last Name:**

**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, CSV, HTML
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>
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<td>Aranda, Burma</td>
<td>832536088</td>
<td>11/16/2016</td>
<td>4.75</td>
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<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>
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<td>Aranda, Burma</td>
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<td>11/21/2016</td>
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<td>11/29/2016</td>
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<td>Work In/Out</td>
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<td></td>
<td></td>
<td></td>
<td>20.00</td>
<td>$277.22</td>
</tr>
</tbody>
</table>

Clock Totals 4.75 $47.50
Work In/Out Totals 20.00 $277.22
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

- **Start Date:**
  - 12/01/2016

- **End Date:**
  - 12/31/2016

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

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

Output Options: PDF, Excel, CSV, HTML

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.
# Time Off Request from 12/01/2016 to 12/31/2016

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<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>
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</thead>
<tbody>
<tr>
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<td>631660632</td>
<td>Vacation - Pre-Approved</td>
<td>Tuesday 12/27/2016</td>
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<td>12/05/2016</td>
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<td></td>
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<td>Vacation - Pre-Approved</td>
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<td>12/05/2016</td>
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</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

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
EmpCenter

Time Off Request Calendar from 12/18/2016 to 12/31/2016

December 2016

Oregon State University

Weeks

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<th>Wed</th>
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<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

- Pending requests are displayed in blue
- Rejected requests are displayed in red
- Approved requests are displayed in green
- Cancelled requests are displayed in orange
- Expired requests are displayed in purple
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

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

<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></td>
<td>Beaver, 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>Beaver, 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>Beaver, 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>Beaver, 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>Beaver, 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>Beaver, Viola</td>
<td>632877226</td>
<td>01/31/2017</td>
<td>Yes</td>
<td>01/31/2017 12:45 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Assignment Group: Brice Beaver Employees**

Beaver, Brice

Beaver, Betsy
Beaver, Douglas
Beaver, Monica
Beaver, Rosa
Beaver, Stanley
Beaver, Viola

Beaver, Brice 631888101 01/21/2017 2:46 PM Approval
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

Output Options: PDF, Excel, CSV, HTML
Report

Time Sheet Audit for Date Range from 11/01/2016 to 11/30/2016

<table>
<thead>
<tr>
<th>Changed on</th>
<th>By User</th>
<th>Action</th>
<th>Data Source</th>
<th>Work Date Pay Code</th>
<th>Hours</th>
<th>In Time</th>
<th>Out Time</th>
<th>IP Address</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2016 03:00 PM</td>
<td>SYSTEM_SCHEDULInsert</td>
<td>ER</td>
<td>Generated in calculation stages and editable</td>
<td>11/11/2016 Holiday</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/18/2016 02:20 PM</td>
<td>630722380</td>
<td>Insert</td>
<td>Clock Post</td>
<td>11/10/2016 Clock</td>
<td></td>
<td>03:41 PM</td>
<td></td>
<td>172.20.30.51</td>
<td></td>
</tr>
<tr>
<td>11/18/2016 02:22 PM</td>
<td>630722380</td>
<td>Insert</td>
<td>Clock Post</td>
<td>11/10/2016 Clock</td>
<td>11:01 AM</td>
<td>03:41 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/18/2016 02:22 PM</td>
<td>630722380</td>
<td>Delete</td>
<td>Clock Post</td>
<td>11/10/2016 Clock</td>
<td></td>
<td>03:41 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/12/2016 05:35 PM</td>
<td>630722380</td>
<td>Insert</td>
<td>Clock Post</td>
<td>11/21/2016 Clock</td>
<td></td>
<td>02:35 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/18/2016 02:20 PM</td>
<td>630722380</td>
<td>Insert</td>
<td>Generated in calculation stages and editable</td>
<td>11/24/2016 Holiday</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/18/2016 02:20 PM</td>
<td>630722380</td>
<td>Insert</td>
<td>Generated in calculation stages and editable</td>
<td>11/25/2016 Holiday</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/2016 03:14 PM</td>
<td>630722380</td>
<td>Insert</td>
<td>Clock Post</td>
<td>11/30/2016 Clock</td>
<td>12:13 PM</td>
<td></td>
<td></td>
<td>128.193.8.50</td>
<td></td>
</tr>
<tr>
<td>11/30/2016 04:16 PM</td>
<td>630722380</td>
<td>Update</td>
<td>User Entered</td>
<td>11/30/2016 Clock</td>
<td>12:13 PM</td>
<td>05:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Report: Time Sheet Comments

Report Parameters

Start Date: 12/16/2016
End Date: 01/15/2017

Assignment Group List: 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.

Output Options: PDF, Excel, CSV, HTML
# 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>12/16/2016</td>
<td>Clock</td>
<td>computer was slow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/20/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaver, Trevor</td>
<td>832499526</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time Sheet Level Comments:**

- Please change labor distribution for this pay period:
  - 25% Index 1234
  - 75% Index 5678

- Brice Beaver 7-9999
**Timesheet Exceptions**

Path: Manager Reports>Exception Reports>Timesheet Exceptions

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

**Options**

![Report: Time Sheet Exceptions](image)

**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</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>Spec-191100-C38355-00</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</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>Spec-191100-C38355-00</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</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>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>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</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>2-194000-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>
Timesheet Exceptions Within Date Range

Path: Manager Reports>Exception Reports>Timesheet 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.
# EmpCenter

## Time Sheet Exceptions Within Date Range from 01/01/2017 to 01/14/2017

<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>631564344</td>
<td>Administrative Program Spec-191000-C3835 9-00</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></td>
<td></td>
<td></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>632288763</td>
<td>Oper Systems-Network Analyst-121169-C38 111-00</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></td>
<td></td>
<td></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>Brees, Dew</td>
<td>631426508</td>
<td>Info Technology Consultant-122100-C38382-00</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></td>
<td></td>
<td></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 Output Query

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

This report lists 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

![Report: Time Sheet Output Query](image)

**Required Fields:**
- Date range for 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
### EmpCenter

**Time Sheet Output 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>Hours</th>
<th>Pay Rate</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>3.00</td>
<td>$33.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Total</td>
<td>3.00</td>
<td>$33.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee: Beaver, Brody (730678780)</td>
<td>Assignment: Hort Class-211200-C51392-S0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work In/Out</td>
<td>Office Specialist 2-231200-C30765.00</td>
<td>11/25/2016</td>
<td>4.00</td>
<td>$84.00</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>Assignment Total</td>
<td>8.00</td>
<td>$168.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Total</td>
<td>8.00</td>
<td>$168.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee: Beaver, Douglas (631660632)</td>
<td>Assignment: Office Specialist 2-231200-C30765.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work In/Out</td>
<td>11/25/2016</td>
<td>4.00</td>
<td>$84.00</td>
<td>Normal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment Total</td>
<td>8.00</td>
<td>$168.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Total</td>
<td>8.00</td>
<td>$168.00</td>
<td></td>
<td></td>
<td></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

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
### Unapproved 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 - AABC</td>
<td>Anderson, Belinda</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 Protection Tech</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>631546204</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, Sarah</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>Assistant Dir Leadership</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></td>
<td>Develop-160400-C12152-00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaver, Brice</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 Program Specialist</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></td>
<td>SD00-C13317-00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Custodian-160600-C33429</td>
<td></td>
</tr>
</tbody>
</table>
Unsubmitted Time Sheets

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

This report 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

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 - 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>630657465</td>
<td>Academic Wage Appt - Salaried-303000-C25227-00</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>Beaver, Viola</td>
<td>632077226</td>
<td>Dean-271000-C11951-0</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>Newman, Mitchell</td>
<td>631797656</td>
<td>Development Engineer-305000-C3323-00</td>
<td><a href="mailto:Empcenter_testing@lists.oregonstate.edu">Empcenter_testing@lists.oregonstate.edu</a></td>
</tr>
</tbody>
</table>