April 2019

OREGON
STATE
UNIVERSITY

EMPCENTER REPORT GUIDE

Policy Profile | Supervisor/Business Center

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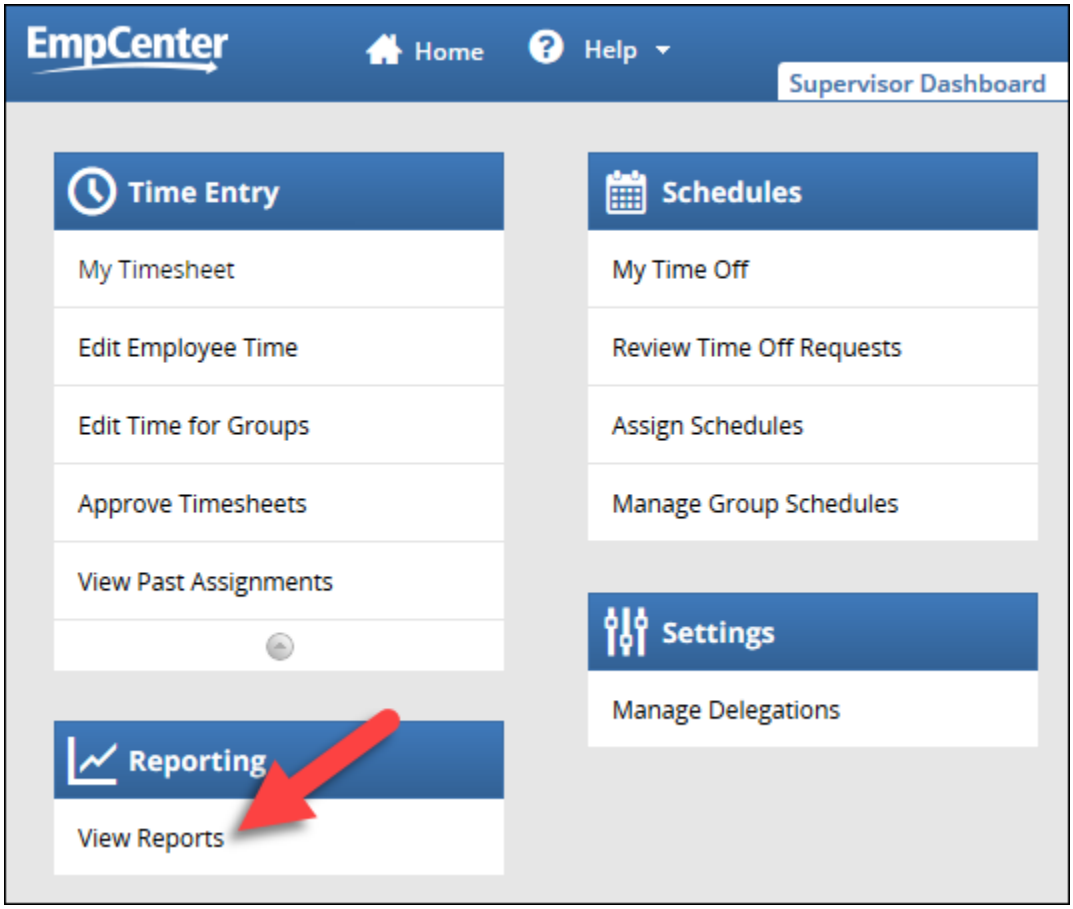
Viewing Reports

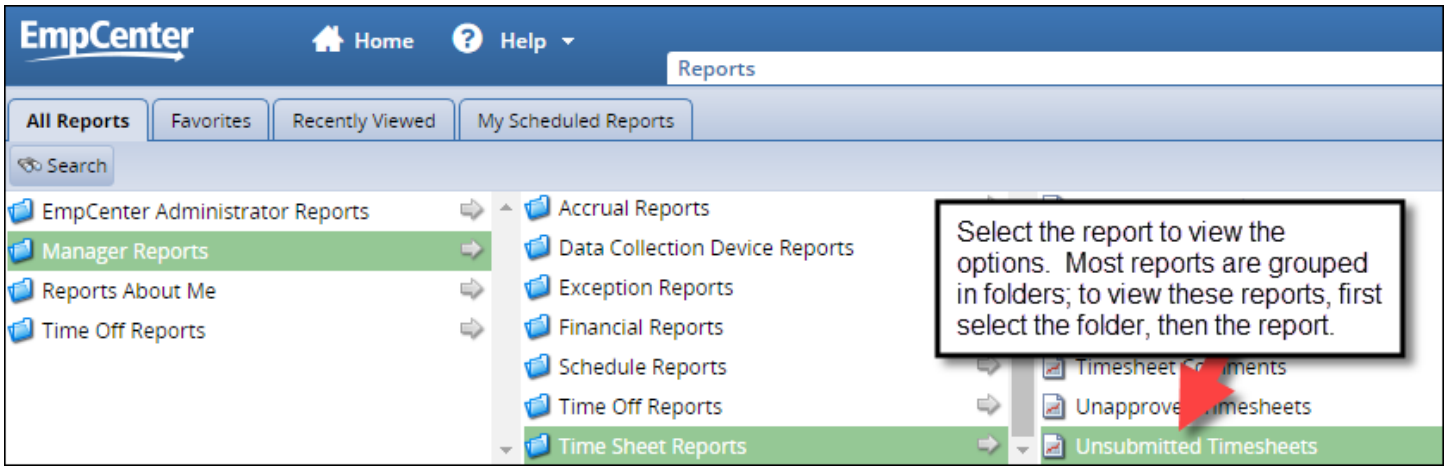
Supervisors and employees with the Business Center role have access to additional reports to track employees' time and leave throughout the pay period.

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



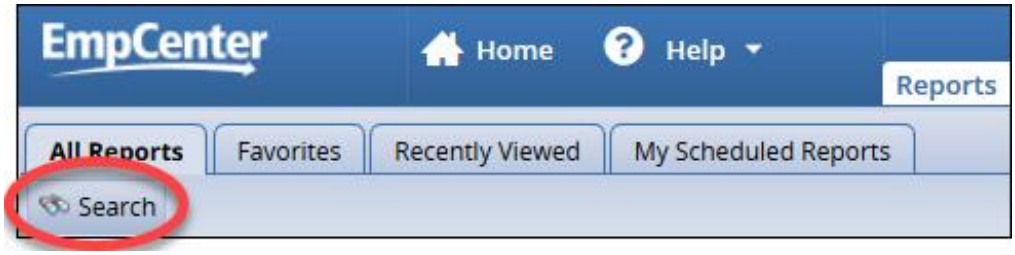
Note: your dashboard view is determined by your policy profile and role; it may look slightly different than the image above.

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

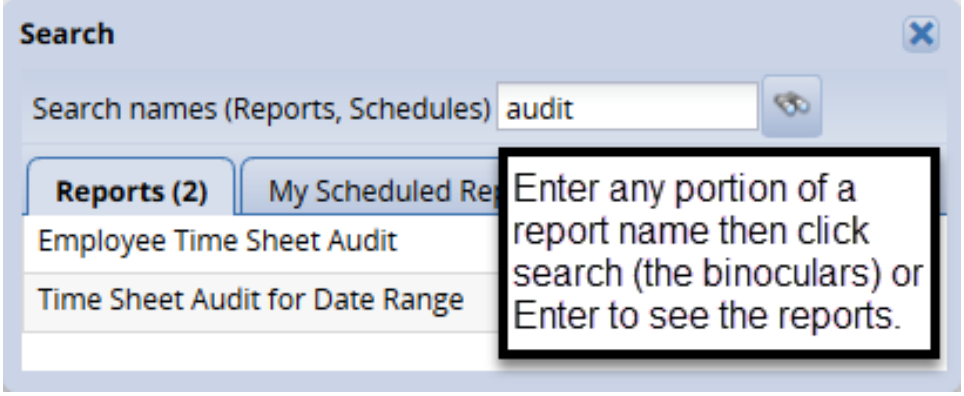


Note: the Reports About Me and the Time Off Reports folders contains reports for your timesheet and time off only.

You can also search for a report using the search feature:



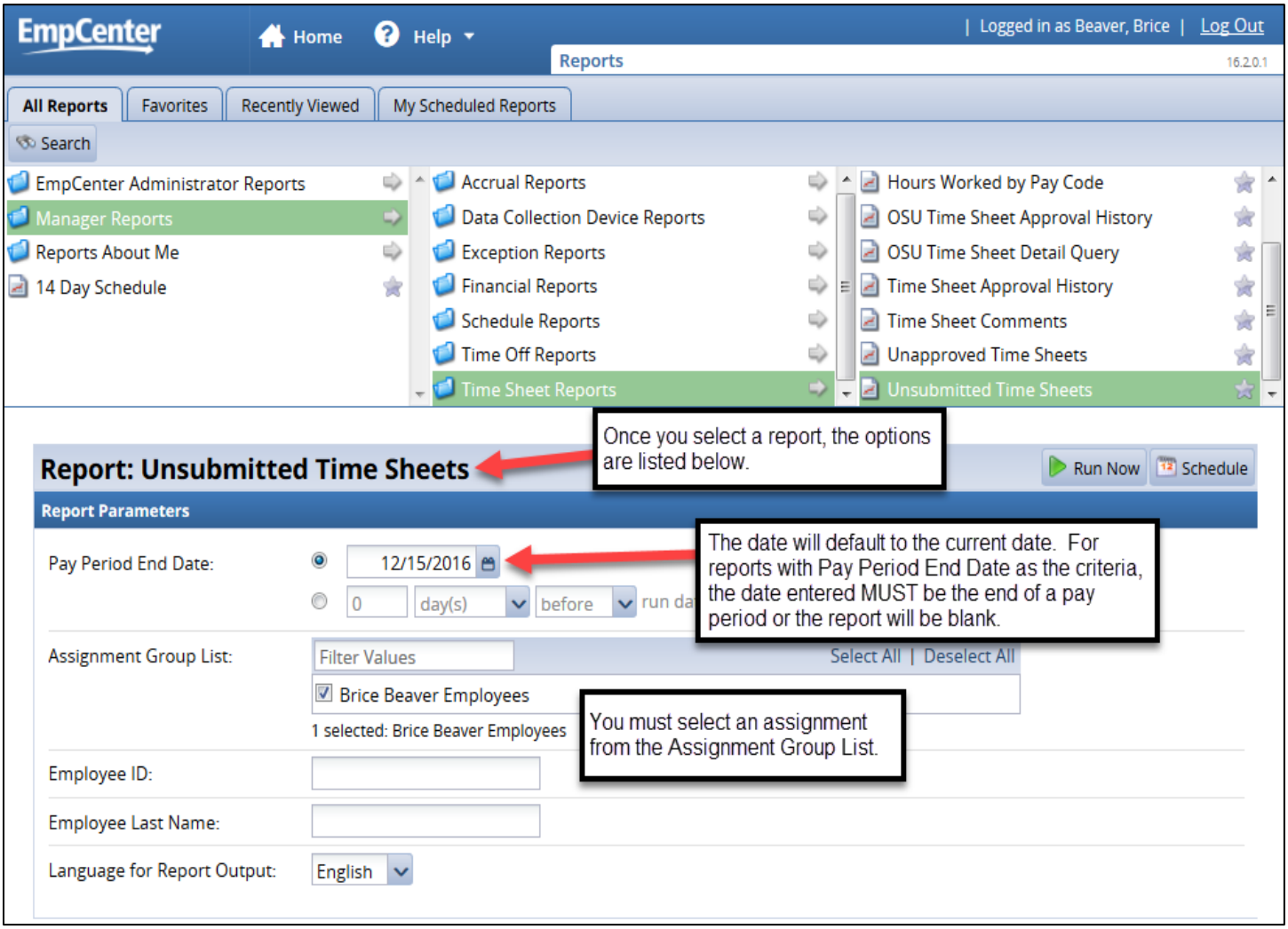
Enter any portion of a report name then click on the binoculars or Enter to search for reports that meet the criteria entered:



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:



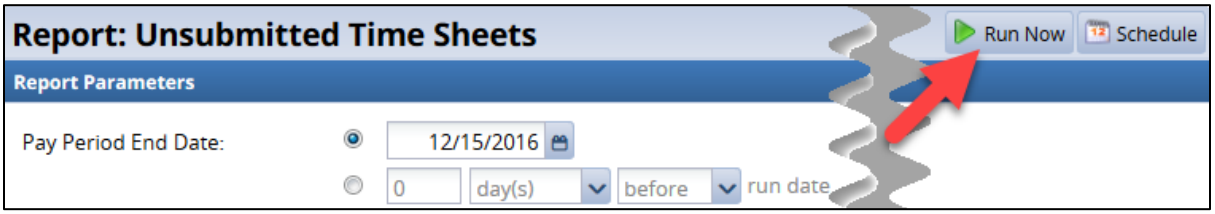
a. Enter the date or use the calendar icon.
   - For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (e.g., 3/31/17 for salaried, 3/15/17 for hourly).
   - For reports that allow date ranges as the criteria, you can enter the dates or select a range for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

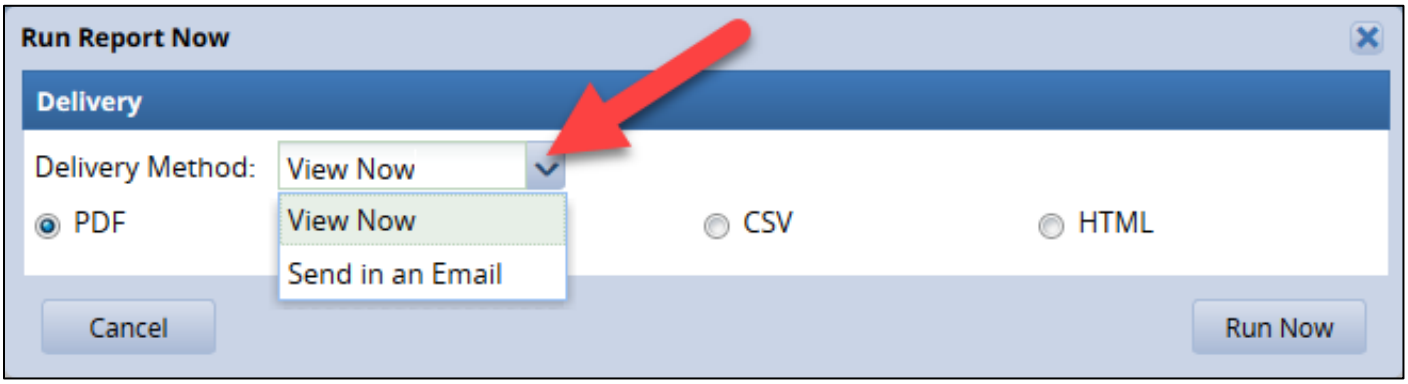
c. To view the report for only one employee, enter the employee's id or last name.

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:

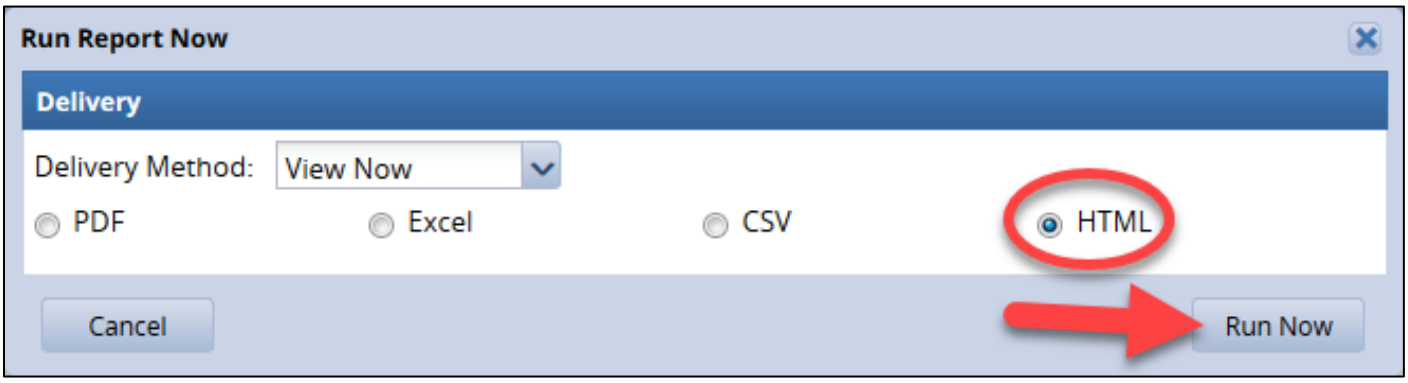


5. Select the delivery option:



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:

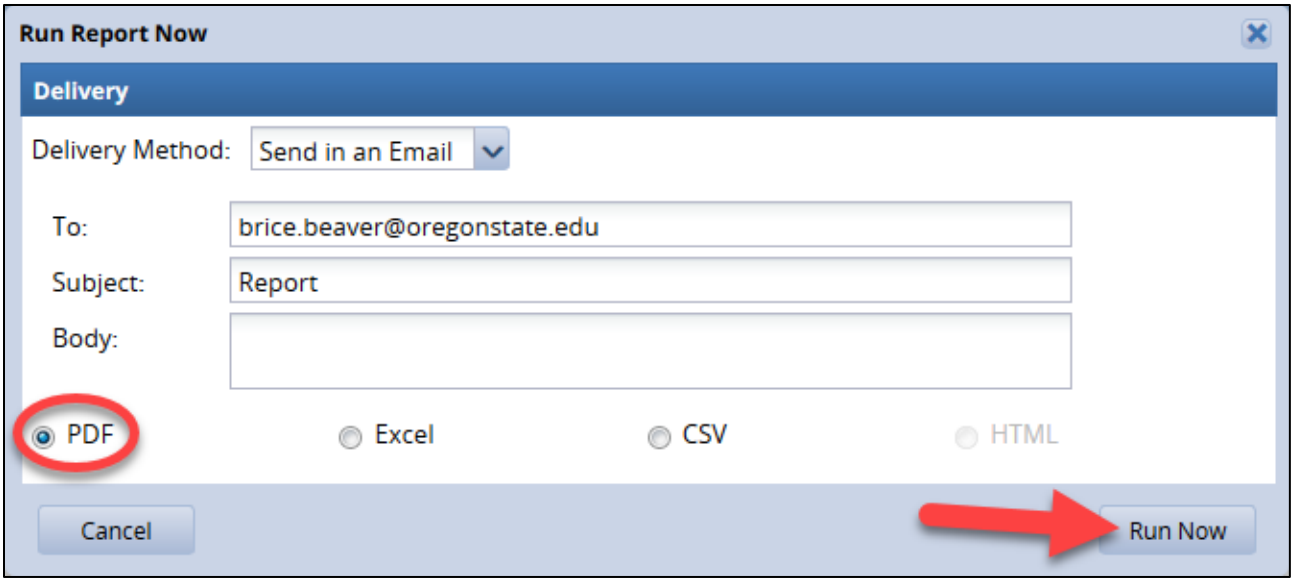


View Now options:

- 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.

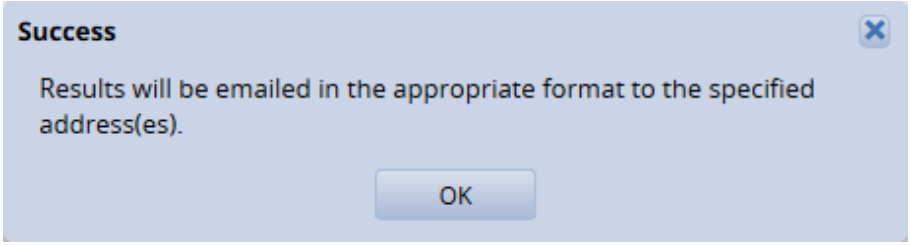


Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly you will **not** receive any notification that the delivery failed.

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.

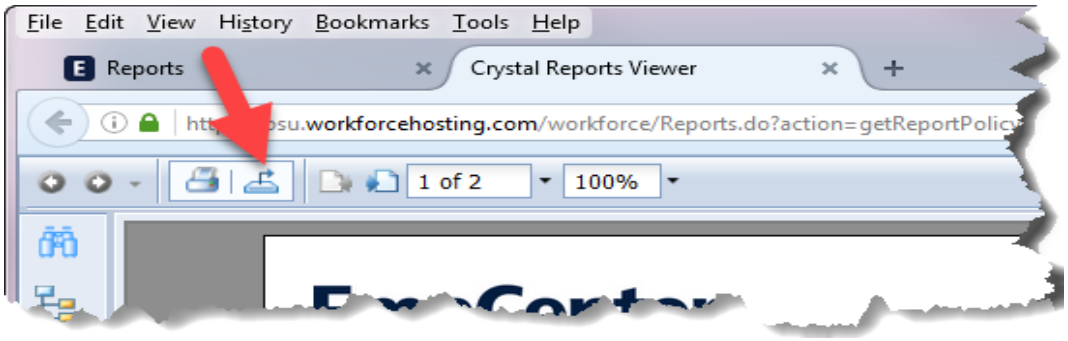
You'll receive confirmation that the report will be sent to the email addresses entered:



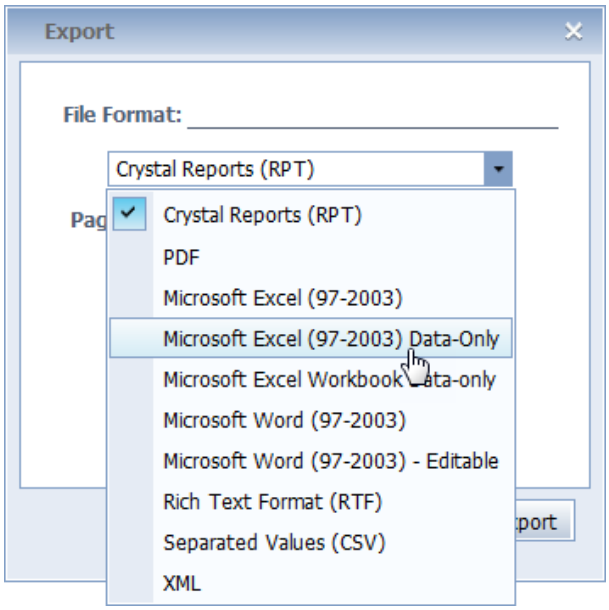
Exporting a Report

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:

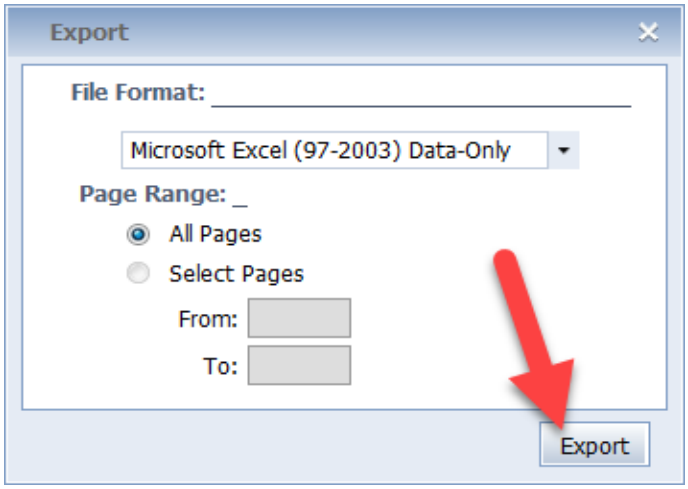


2. Select the file format you would like to export the report as:

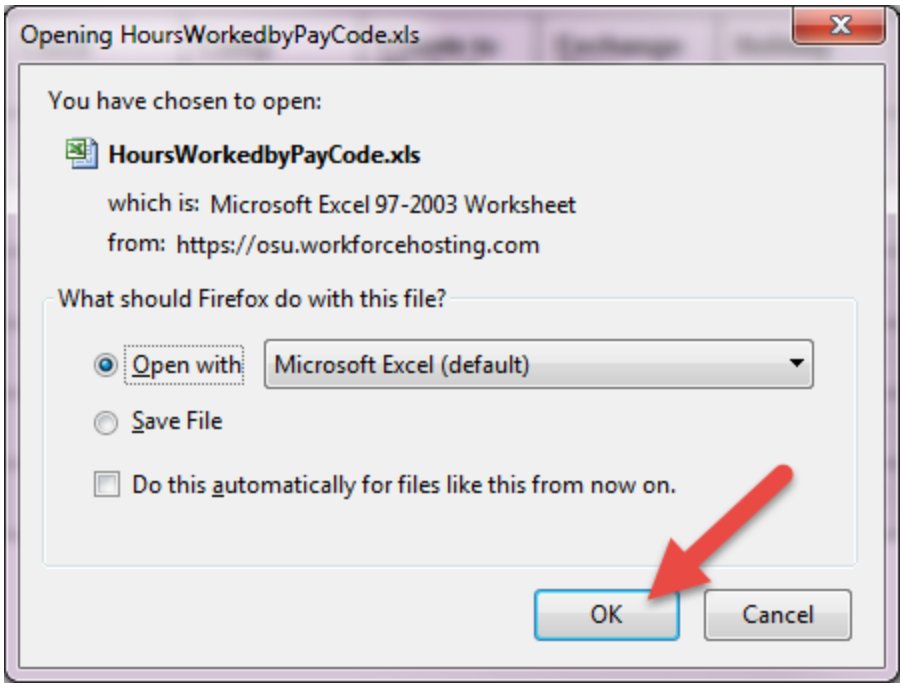


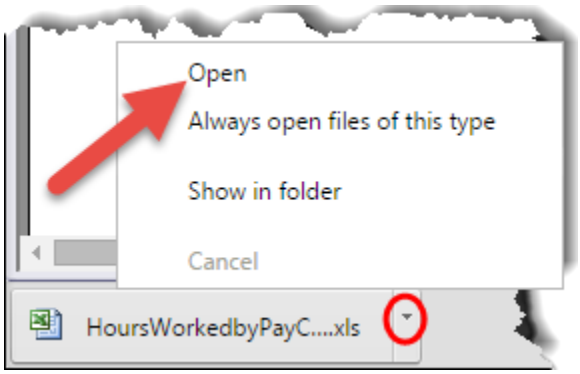
Note: the Microsoft Excel (97-2003) Data-Only format will allow you to edit the report in Excel when the CSV option is not available for the report output.

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:

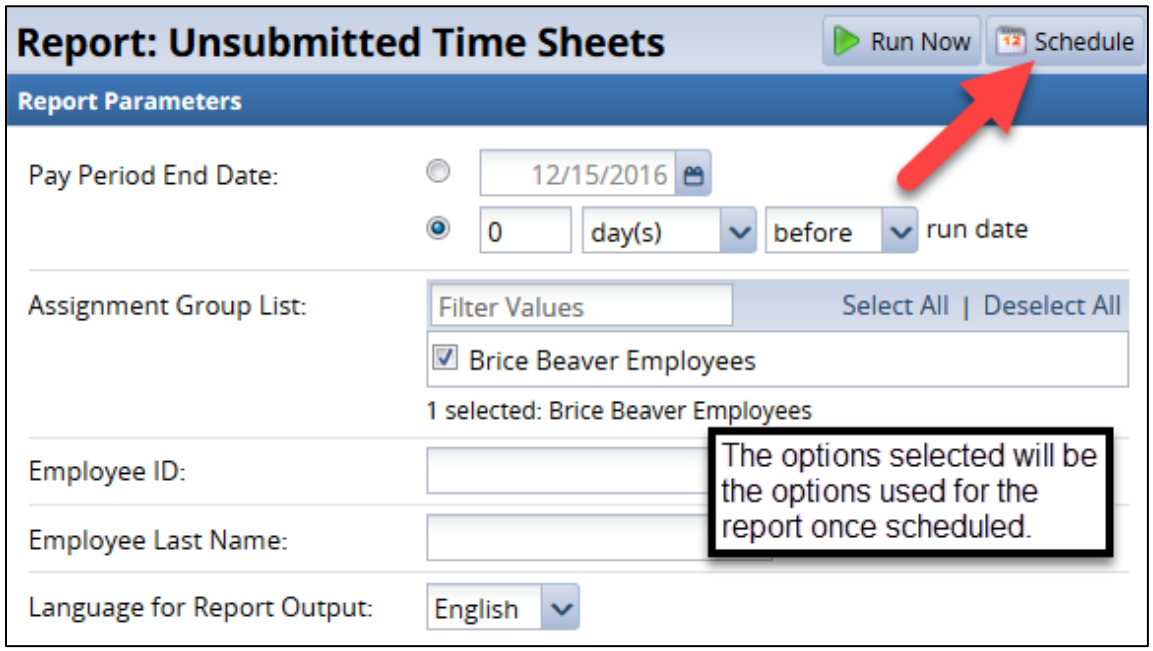




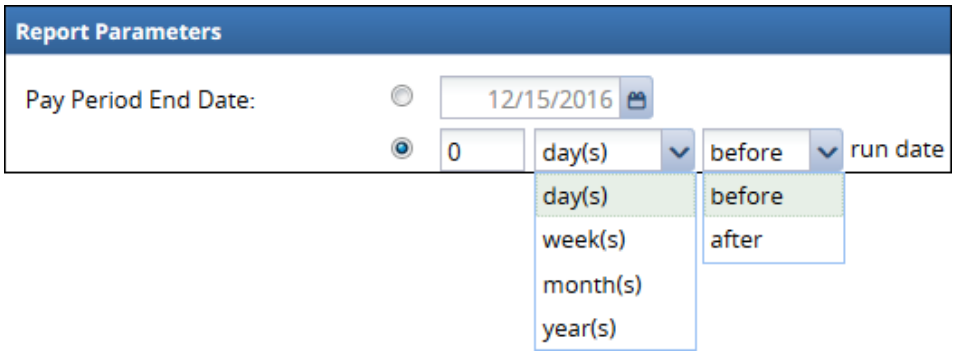
Scheduling Reports

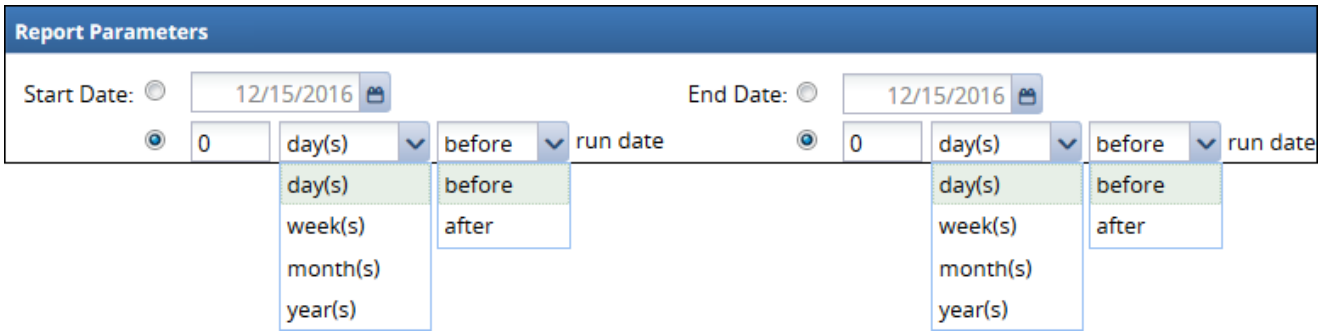
You can schedule reports you use frequently to be emailed to you or others on a daily, weekly, monthly, or yearly basis.

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

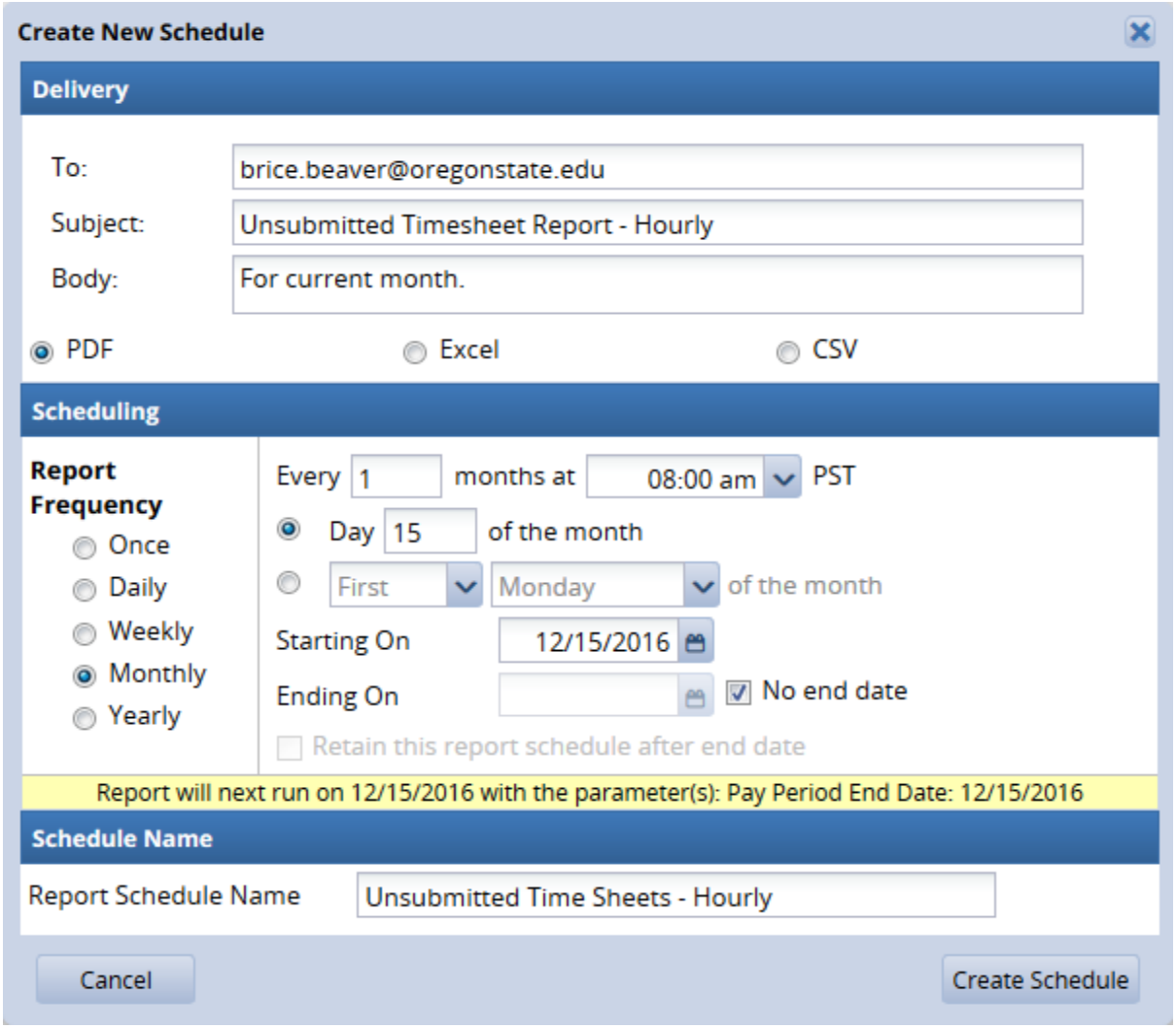


For the date criteria, use the run date options instead of entering a pay period end date or date range, unless you want the report to always run for the same date range or pay period.



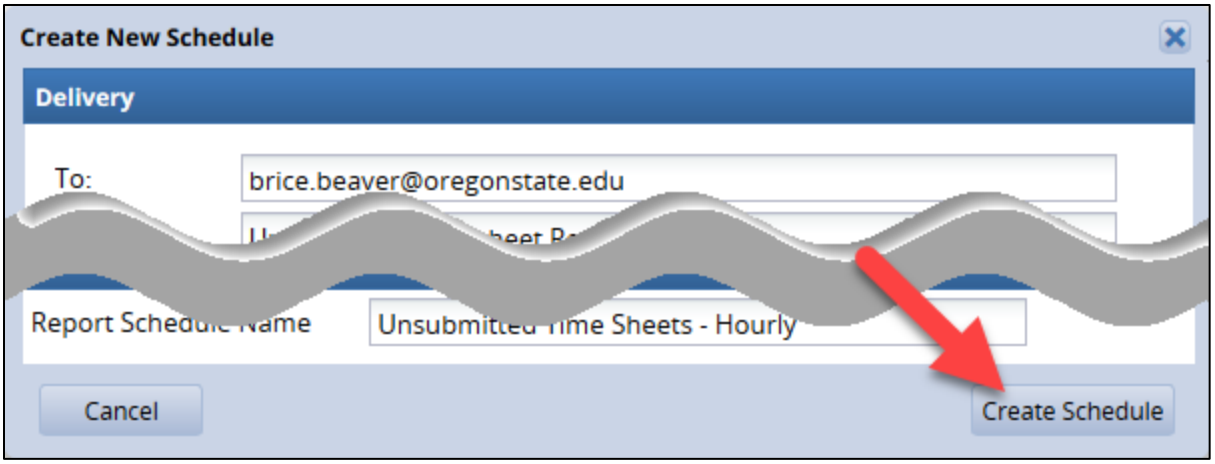


2. Enter the schedule options:

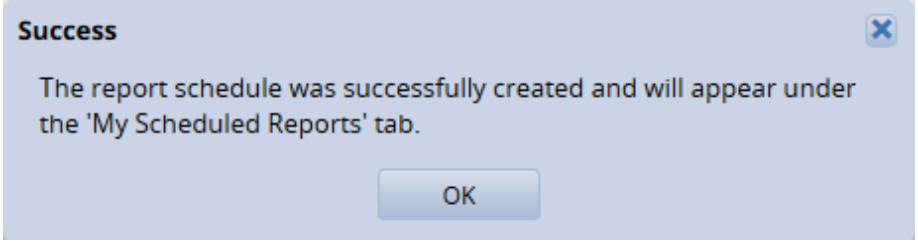


a. Delivery
   - Enter the email address(es) to send the report to; separate multiple emails with a space, comma, or semicolon. There is no notification if the email delivery fails.
   - Enter a subject and body (if needed) for the email.
   - Select the output option. The report will be emailed in the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

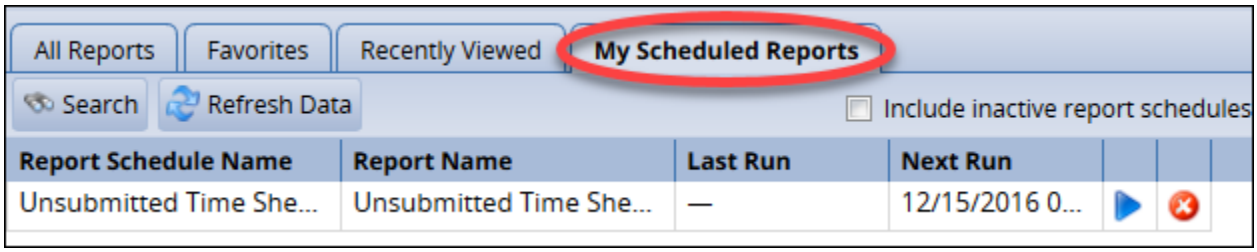


You'll receive confirmation the report schedule was successfully created:



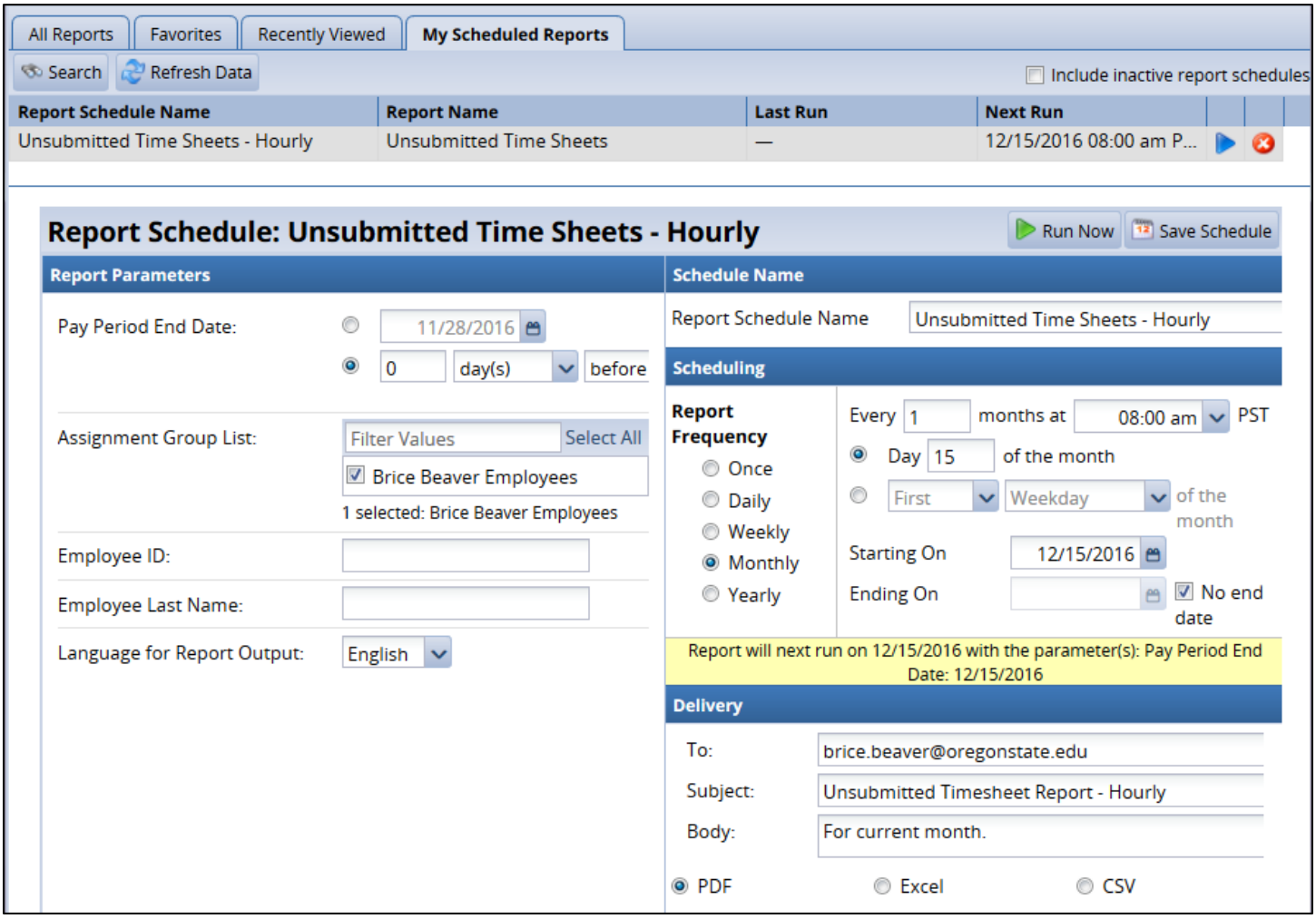
The report will be emailed to the addresses entered on the day(s) and times selected.

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:



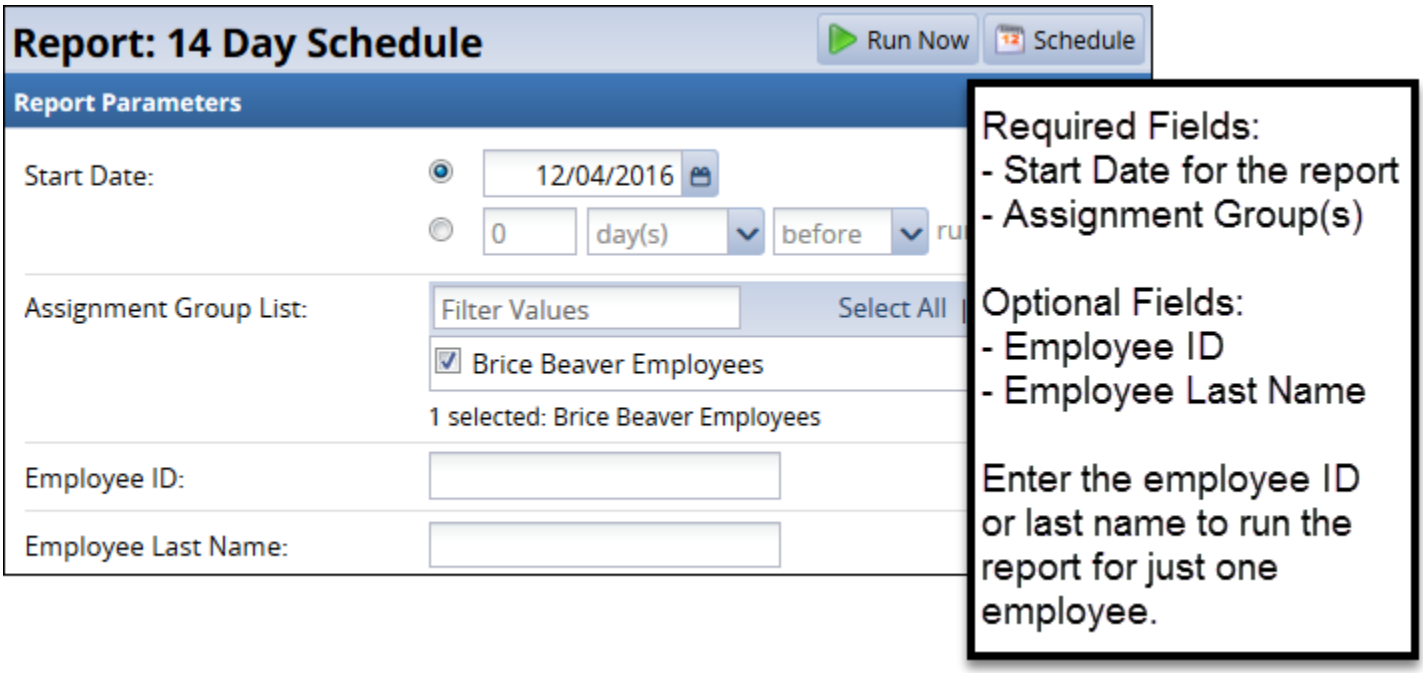
Note: if you make any changes to the schedule options, select Save Schedule to save the changes.

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



Output Options: PDF, Excel, HTML

Report

1 of 2 100%

EmpCenter

14 Day Schedule from 12/04/2016 to 12/17/2016

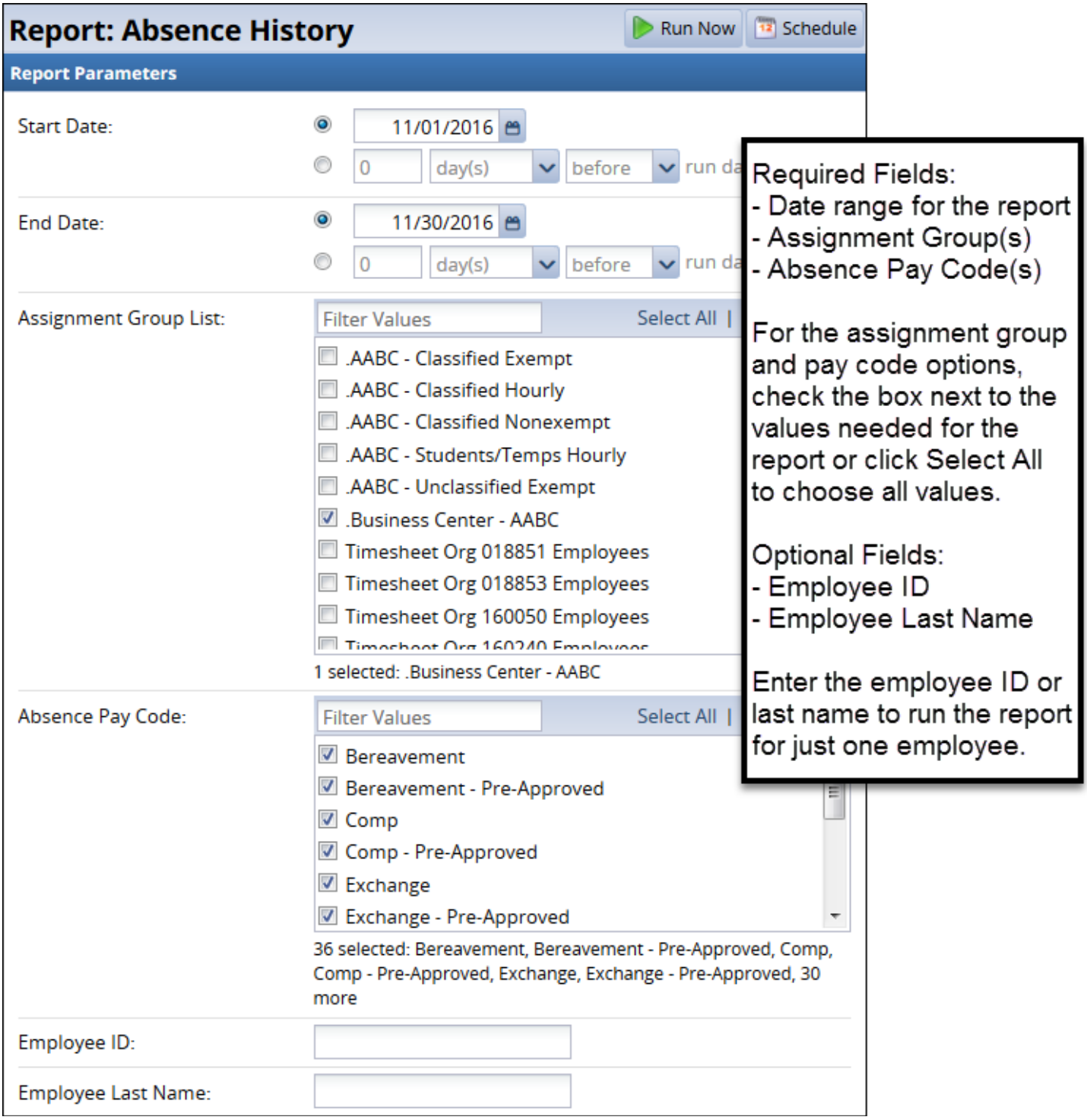
	12/05/2016	12/06/2016	12/07/2016	12/08/2016	12/09/2016	12/12/2016	12/13/2016	12/14/2016	12/15/2016	12/16/2016
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Beaver, Douglas (631660632)	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00	08:00 AM 04:30 PM 9.00

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

Report

1 of 2 100%

EmpCenter

Absence History from 11/01/2016 to 11/30/2016

Oregon State University

Employee Name	Employee ID	Assignment	Date	Day of Week	Pay Code	Hours	Comments
Horton, Wilma	630333382	**Assist Dir-Leadership Devlop-160400-C12152-00**					
			11/29/2016	Tuesday	Comp	8.00	
Natasha, Boris	633047228	**Human Resources Consultant 1-394220-C15193-00**					
			11/07/2016	Monday	Jury Duty	8.00	
			11/08/2016	Tuesday	Sick	8.00	
Thorburn, Tiga	632643263	**Asst Coord-Baseball Camps-490000-C17485-00**					
			11/09/2016	Wednesday	Jury Duty	8.00	
			11/17/2016	Thursday	Jury Duty	8.00	

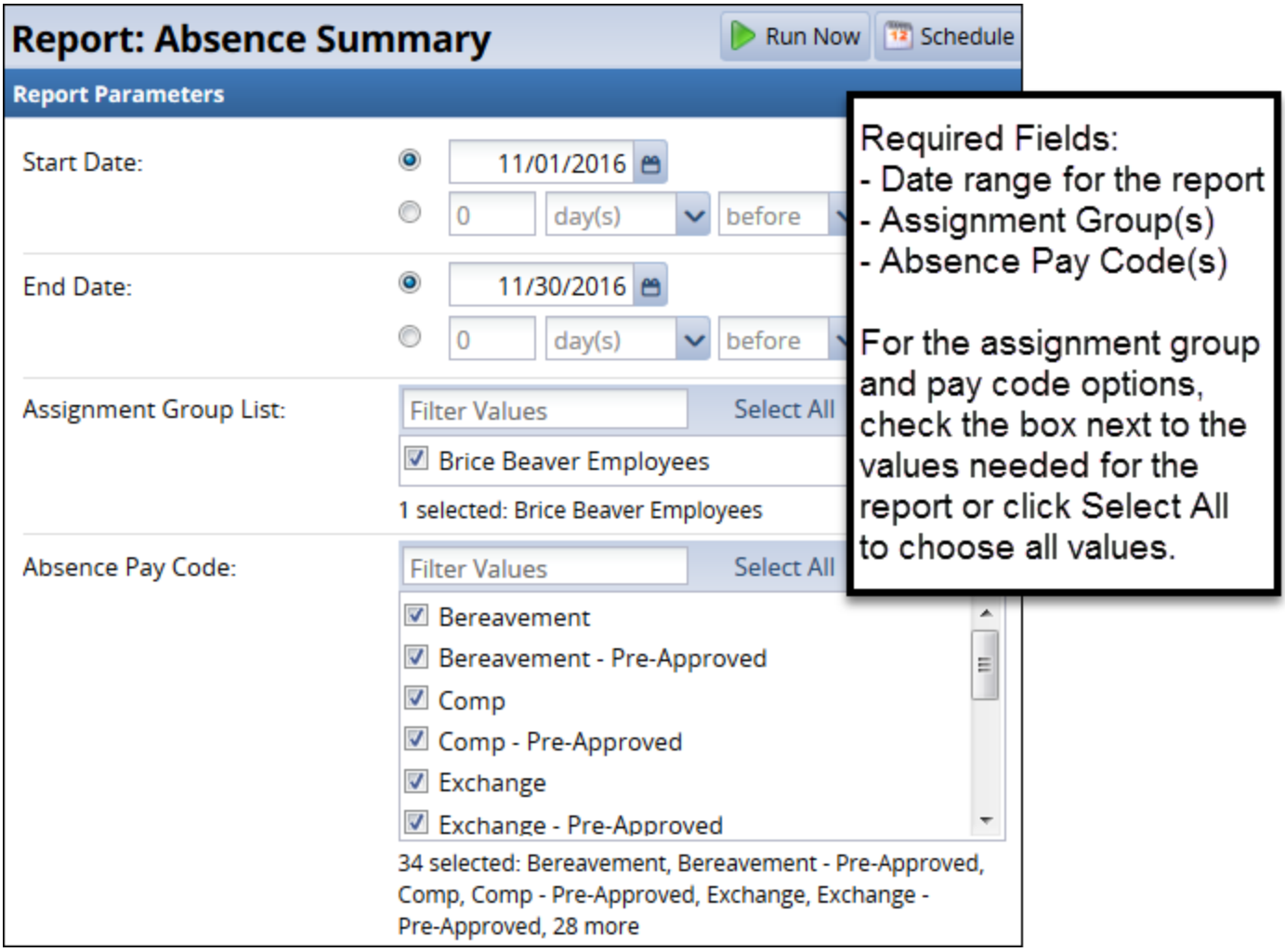
Pay Code	Hours
Comp	8.00
Jury Duty	24.00
Sick	8.00
Grand Total	**40.00**

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

Report

1 of 2 100%

EmpCenter

Absence Summary from 11/01/2016 to 11/30/2016

Oregon State University

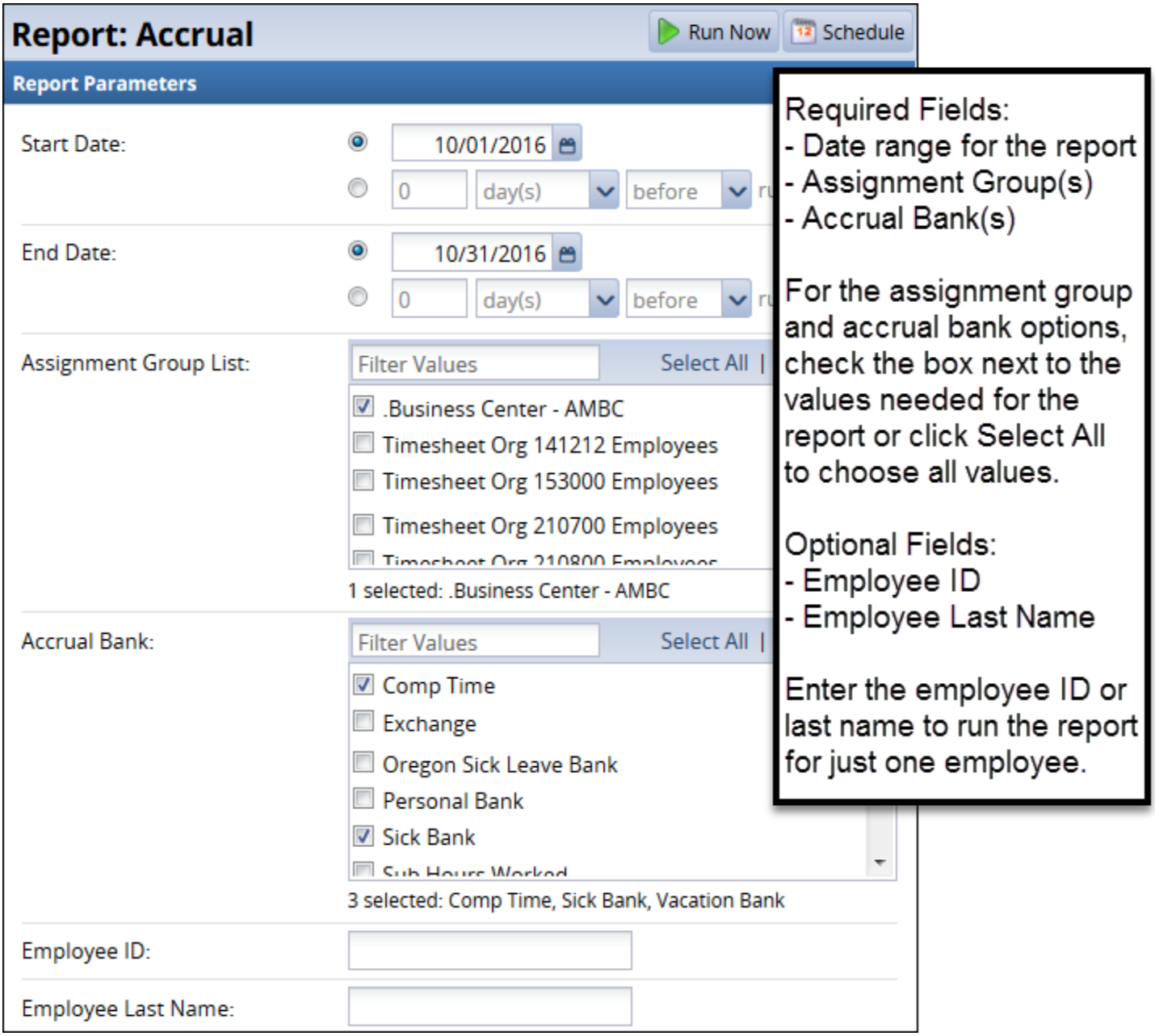
Policy Profile	Employee Name	Employee ID	Pay Code		Hours
OSU_EXEMPT					
	Horton, Wilma	630333382			
			Comp		8.00
				Employee Subtotal:	**8.00**
	Natasha, Boris	633047228			
			Jury Duty		8.00
			Sick		8.00
				Employee Subtotal:	**16.00**
				Policy Profile Total:	**24.00**
OSU_NONEXEMPT					
	Thorburn, Tiga	632643263			
			Jury Duty		16.00
				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

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EmpCenter

Oregon State University

Accrual from 10/01/2016 to 10/31/2016

Accrual Bank	Initial Balance	Accrued	Used	Cleared	Terminated	Transferred	Ending Balance
Employee: Allison, Christopher (430644514)							
Academic Wage Appt - Hourly-210600-C27125-00							
Comp Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Sick Bank	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Vacation Bank	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Aggregate Assignment - OSU_PPG_MID_MONTHLY							
Comp Time	0.000	6.000	0.000	0.000	0.000	0.000	6.000
Sick Bank	613.940	0.000	0.000	0.000	0.000	0.000	613.940
Vacation Bank	201.500	0.000	0.000	0.000	0.000	0.000	201.500
Employee: Alvarez, Monica (630663280)							
Accounting Technician-211400-C38434-00							
Comp Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Sick Bank	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Vacation Bank	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Aggregate Assignment - OSU_PPG_MID_MONTHLY							
Comp Time	0.000	0.000	-0.100	0.000	0.000	0.000	-0.100
Sick Bank	47.320	4.800	0.000	0.000	0.000	0.000	52.120
Vacation Bank	103.960	7.200	-6.000	0.000	0.000	0.000	105.160

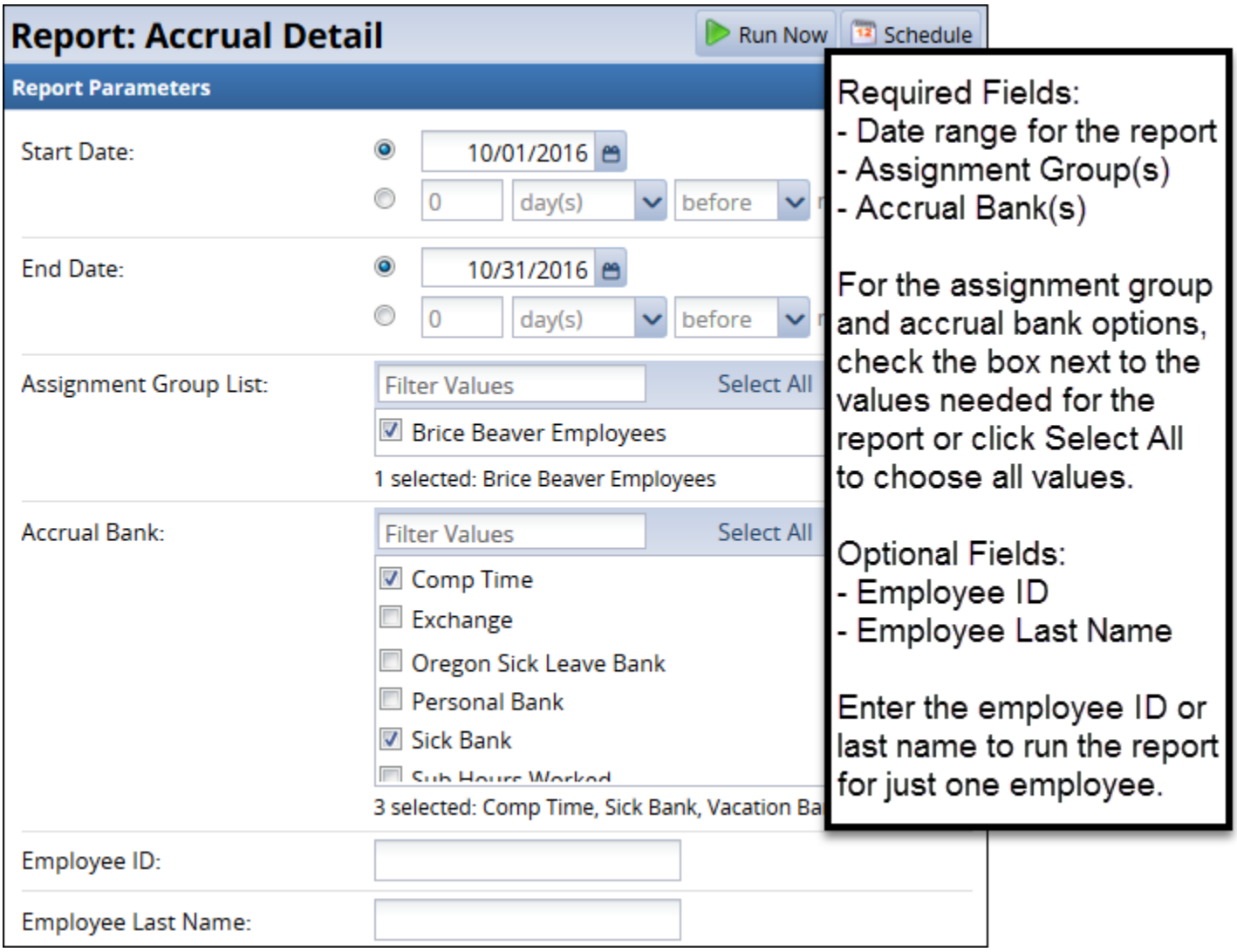
Note: Terminated and Transferred are not used at OSU.

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



Output Options: PDF, Excel, CSV, HTML

Report

1 of 10 100%

EmpCenter

Accrual Detail from 10/01/2016 to 10/31/2016

Oregon State University

Employee	Assignment	Bank	Date	Initial Balance	Accrued	Used	Cleared	Terminated	Transferred	Ending Balance
Allison, Christopher (430644514)	**Academic Wage Appt - Hourly-210600-C27125-00**									
		Comp Time								
			10/01/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
			10/31/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
		Sick Bank								
			10/01/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
			10/31/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
		Vacation Bank								
			10/01/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
			10/31/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Aggregate Assignment - OSU_PPG_MID_MONTHLY									
		Comp Time								
			10/01/2016	0.000	0.000	0.000	0.000	0.000	0.000	0.000
			10/22/2016	0.000	6.000	0.000	0.000	0.000	0.000	6.000
			10/31/2016	6.000	0.000	0.000	0.000	0.000	0.000	6.000
		Sick Bank								
			10/01/2016	613.940	0.000	0.000	0.000	0.000	0.000	613.940
			10/31/2016	613.940	0.000	0.000	0.000	0.000	0.000	613.940
		Vacation Bank								
			10/01/2016	201.500	0.000	0.000	0.000	0.000	0.000	201.500
			10/31/2016	201.500	0.000	0.000	0.000	0.000	0.000	201.500

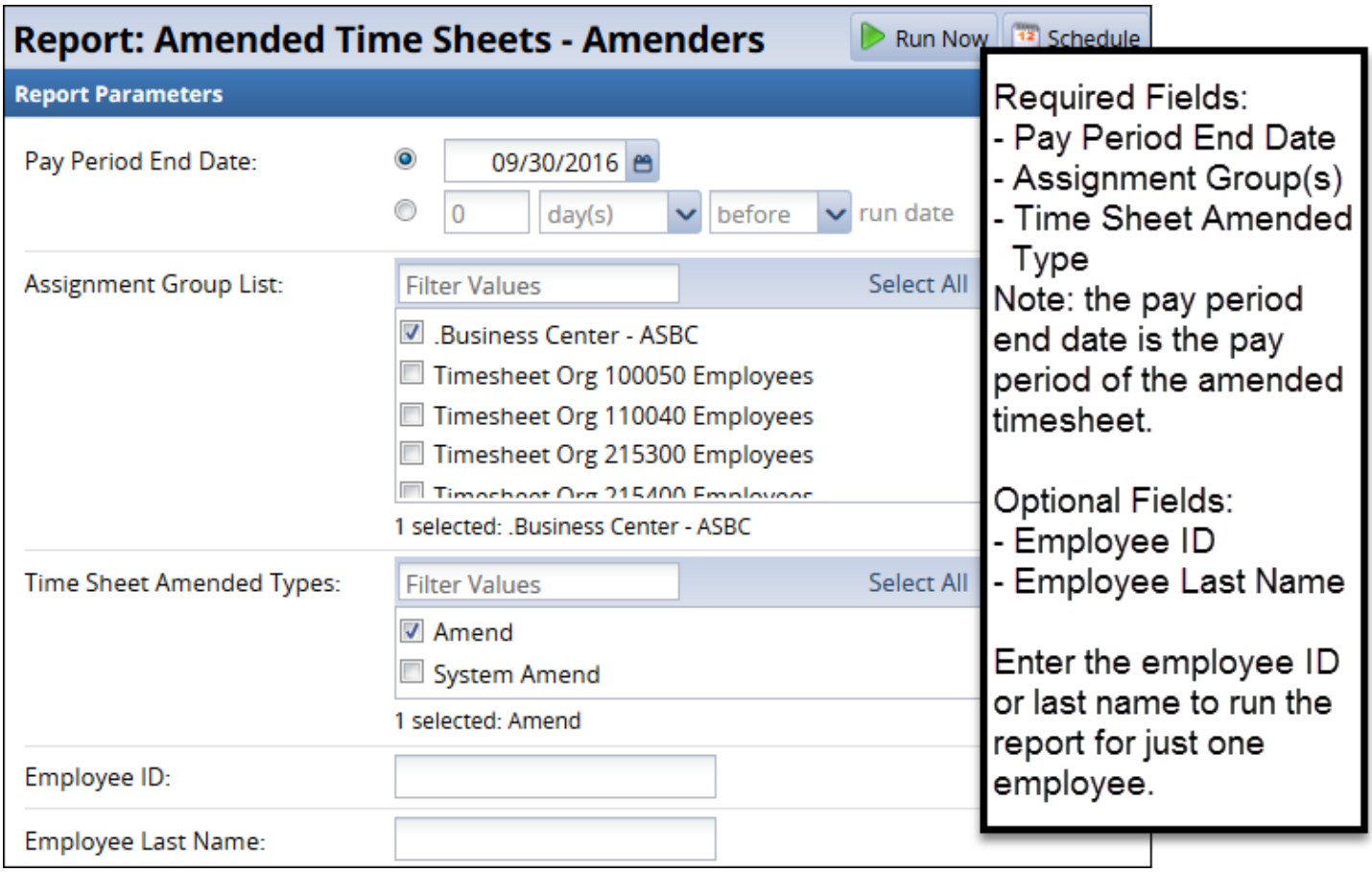
Note: Terminated and Transferred are not used at OSU.

Amended Timesheets – Amenders

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

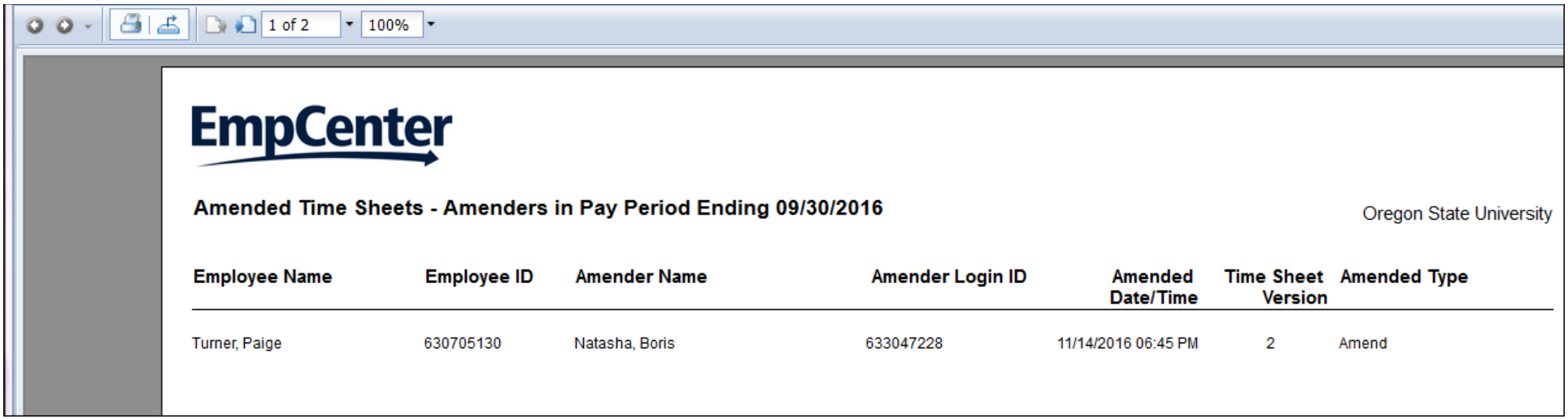
This report lists all employees for the selected pay period with amended timesheets. It includes the name and login ID for the user that amended the timesheet. The pay period end date is referencing the pay period of the amended timesheet.

Options



Output Options: PDF, Excel, CSV, HTML

Report



EmpCenter

Amended Time Sheets - Amenders in Pay Period Ending 09/30/2016

Oregon State University

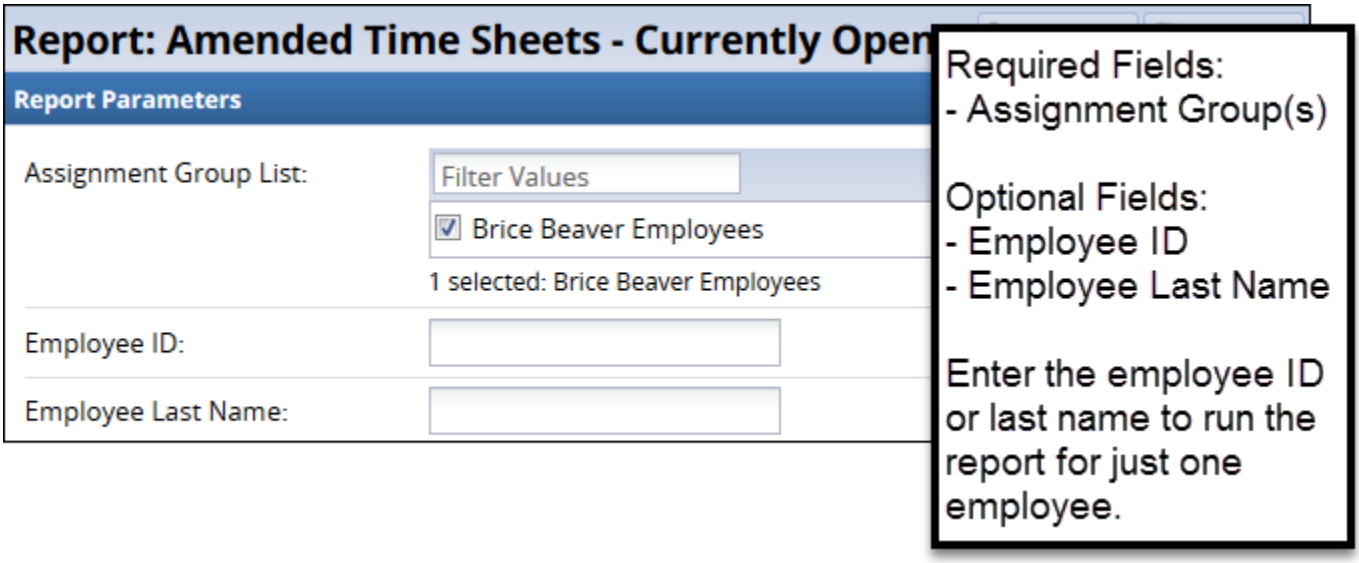
Employee Name	Employee ID	Amender Name	Amender Login ID	Amended Date/Time	Time Sheet Version	Amended Type
Turner, Paige	630705130	Natasha, Boris	633047228	11/14/2016 06:45 PM	2	Amend

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



Output Options: PDF, Excel, HTML

Report

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EmpCenter

Amended Time Sheets - Currently Open

Oregon State University

Employee Name	Employee ID	Original Period End	Destination Period End	Current Approval Level
Alexander, Rainey	832466020	07/15/2016	11/15/2016	Open

Original Version

Version Number	Work Date	Pay Code	Start Time	End Time	Hours	Comments
1	06/16/2016	Who Am I (SYSTEM)			0.00	
1	[illegible]	[illegible] (SYSTEM)			0.00	
	[illegible]	[illegible]				
	07/01/2016	Who Am I [illegible]			[illegible]	
1	07/02/2016	Who Am I (SYSTEM)			0.00	
1	07/03/2016	Who Am I (SYSTEM)			0.00	
1	07/04/2016	Who Am I (SYSTEM)			0.00	

Open Amended Version

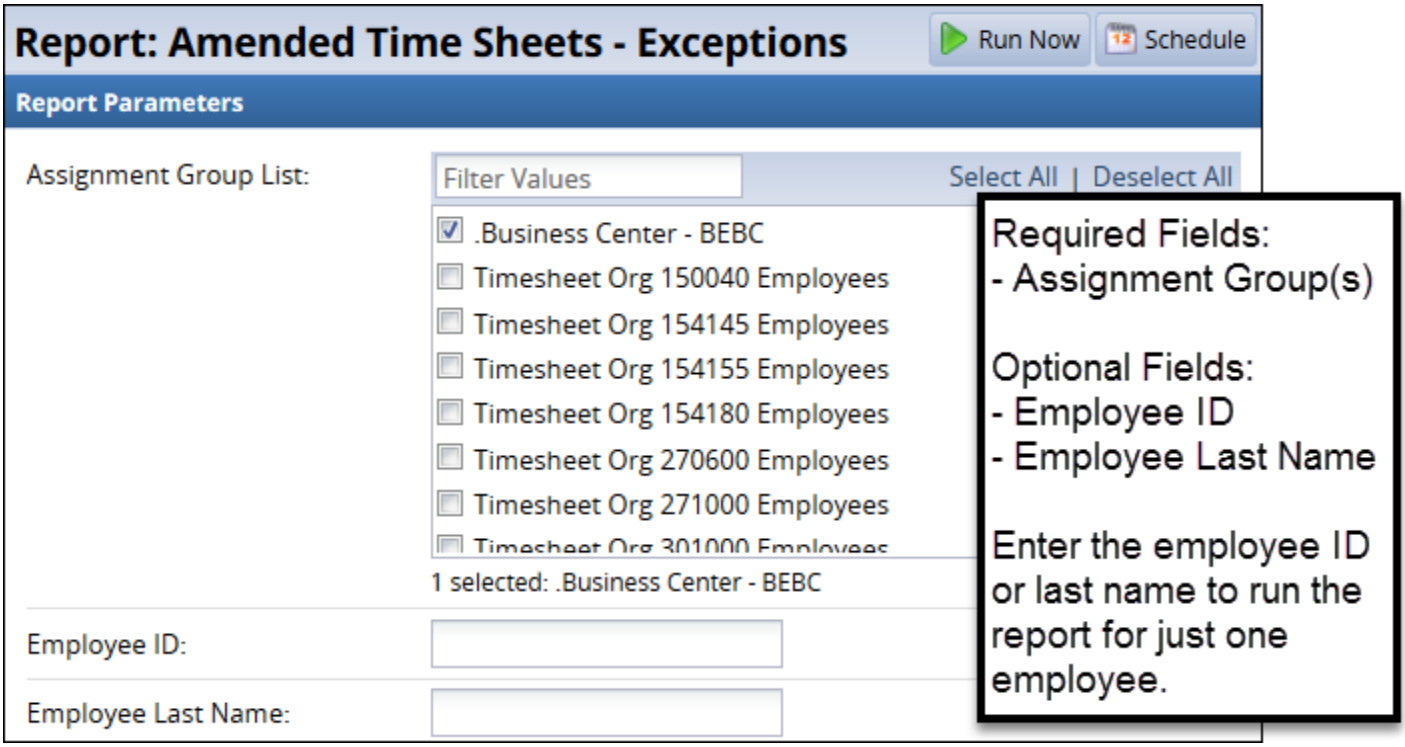
0	06/16/2016	Who Am I (SYSTEM)			0.00	
0	[illegible]	[illegible] (SYSTEM)			0.00	
	[illegible]	[illegible]				
[illegible]	07/04/2016	Counts to Worked [illegible]			[illegible]	
0	07/04/2016	Work In/Out			8.00	
0	07/04/2016	Unpaid (SYSTEM)	08:00 AM	04:00 PM	8.00	
0	07/05/2016	Who Am I (SYSTEM)			0.00	

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

Report

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EmpCenter

Amended Time Sheets - Exceptions

Oregon State University

Employee Name	Employee ID	Work Date	Pay Code	Start Time	End Time	Hours	Comments
Amended Time Sheet Details							
Alexander, Rainey	832466020						
		07/04/2016	Counts to Worked For ACT			8.00	
		07/04/2016	Work In/Out			8.00	

Exceptions Associated with this Amended Time Sheet

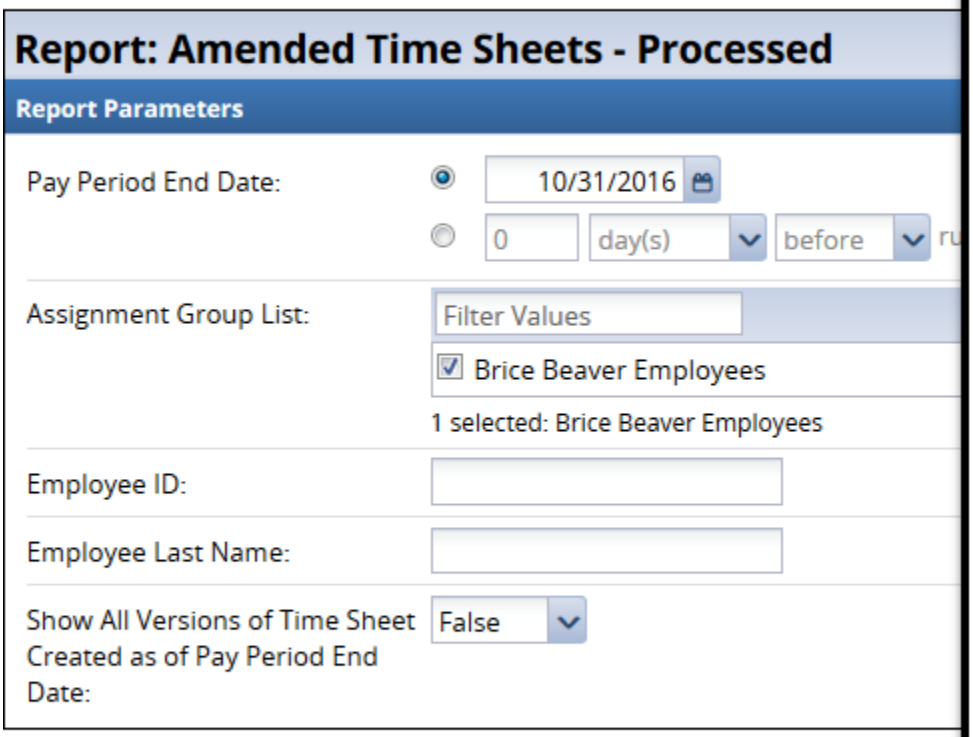
Exception Date	Exception Code	Severity	Exception Message
07/15/2016	OSU_AMENDED_TIME_SHEET	Warning	Timesheet for Rainey Alexander has been amended.

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



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

Report

1 of 2 100%

EmpCenter

Amended Time Sheets - Processed in Pay Period Ending 10/31/2016

Oregon State University

Employee Name	Employee ID
Turner, Paige	630705130

Processed Adjustments for Period 09/30/2016

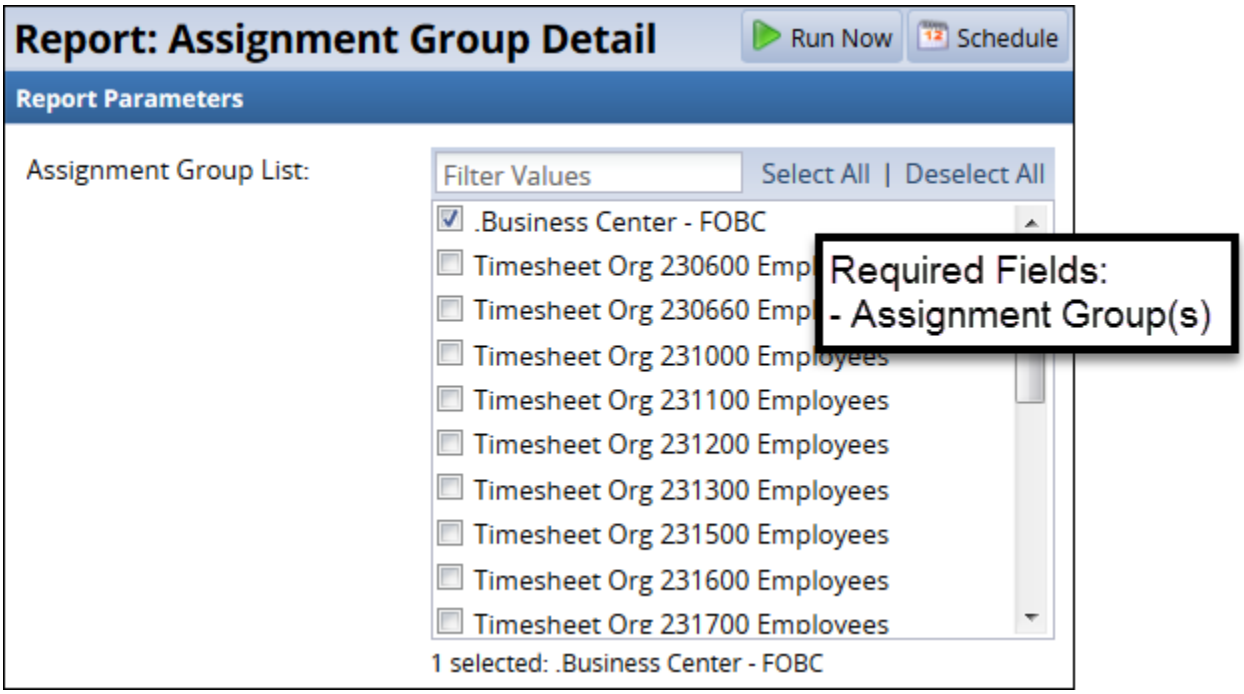
Work Date	*Pay Code*	*Start Time*	*End Time*	*Hours*	*Transaction Type*	*Comments*
09/05/2016	Counts to Worked For ACT			8.00	New	
09/05/2016	Counts to Worked For ACT			8.00	New	
09/05/2016	Holiday			8.00	New	
09/05/2016	Holiday			8.00	New	
09/05/2016	Holiday Work Pay	8:00 am	12:00 pm	4.00	New	
09/05/2016	Holiday Work Pay	8:00 am	12:00 pm	4.00	New	
09/05/2016	Meal	12:00 pm	1:00 pm	1.00	New	
09/05/2016	Meal	12:00 pm	1:00 pm	1.00	New	
09/05/2016	Holiday Work Pay	1:00 pm	5:00 pm	4.00	New	
09/05/2016	Holiday Work Pay	1:00 pm	5:00 pm	4.00	New	

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

Report

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EmpCenter

Assignment Group Detail

Oregon State University

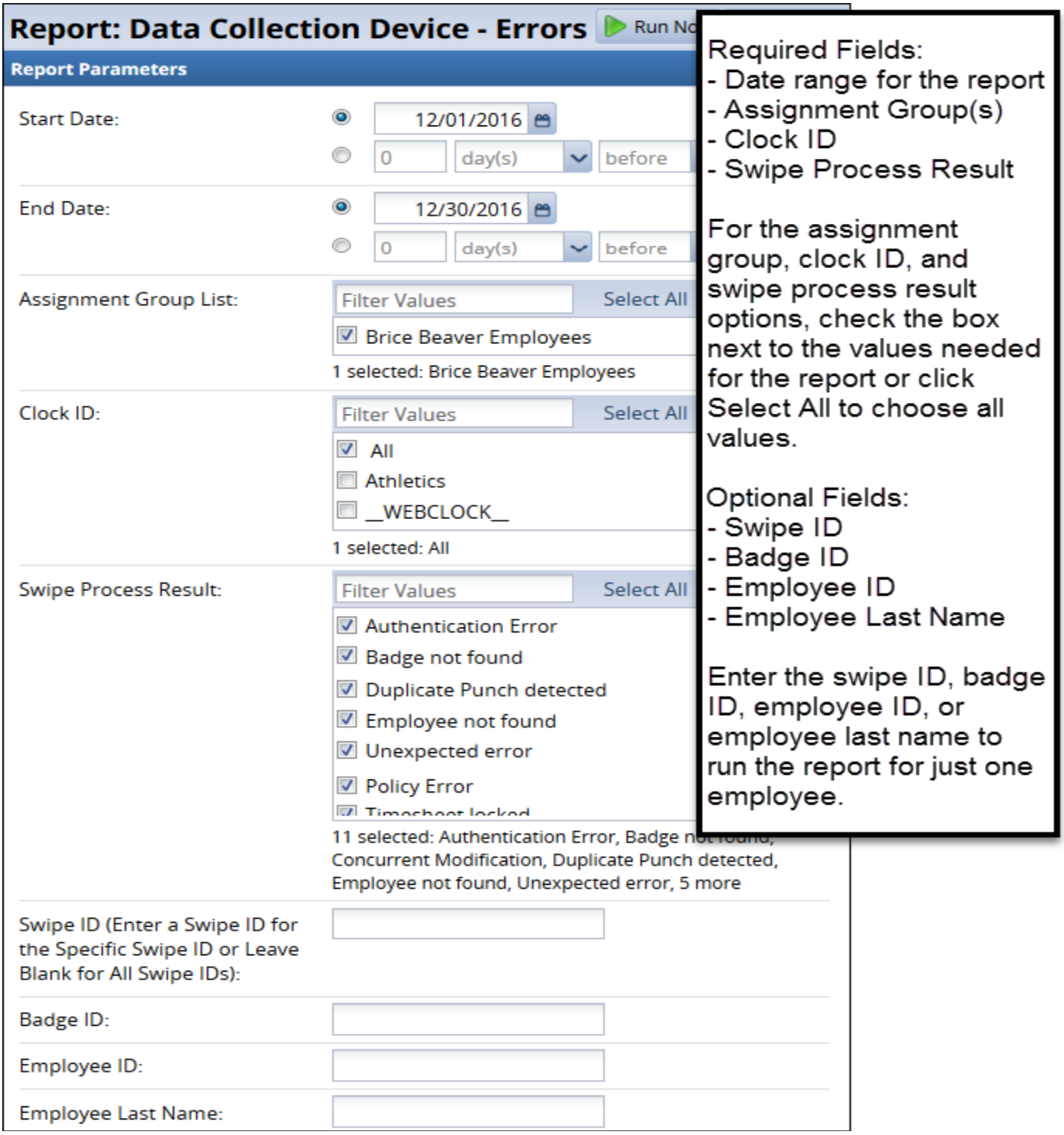
Assignment Group	Employee Name	Employee ID
.Business Center - FOBC		
	Adams, Melanie	632708134
	Arthur, Bea	632775160
	Atwell, Dulcie	632663061
	Balloon, June	730445896
	Barrs, Monk	631586253
	Beaver, Douglas	631660632
	Bulb, Tulip	630561516
	Burg, Rose	630667860
	Butte, Spencer	630625861
	Bynum, Odilia	633001200
	Chapman, Isaac	632877423
	Coley, Lisa	832228847
	Cooper, Minnie	630661078
	Curtis, Oliver	430641484
	Delgado, Luke	632062265
	Doors, Thea	633042425

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



Output Options: PDF, Excel, CSV, HTML

Report

1 of 2 100%

EmpCenter

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

Oregon State University

Employee Name	Employee ID	Date / Time	Event	Assignment	Pay Code	Swipe ID	Badge ID
Clock: __WEBCLOCK__							
Beaver, Trevor	832499526	12/02/2016 11:39 AM	Swipe In	NWREC Field-217400-C51420-S0	Clock	2608721155	2554295884

Process Result: Duplicate Punch detected

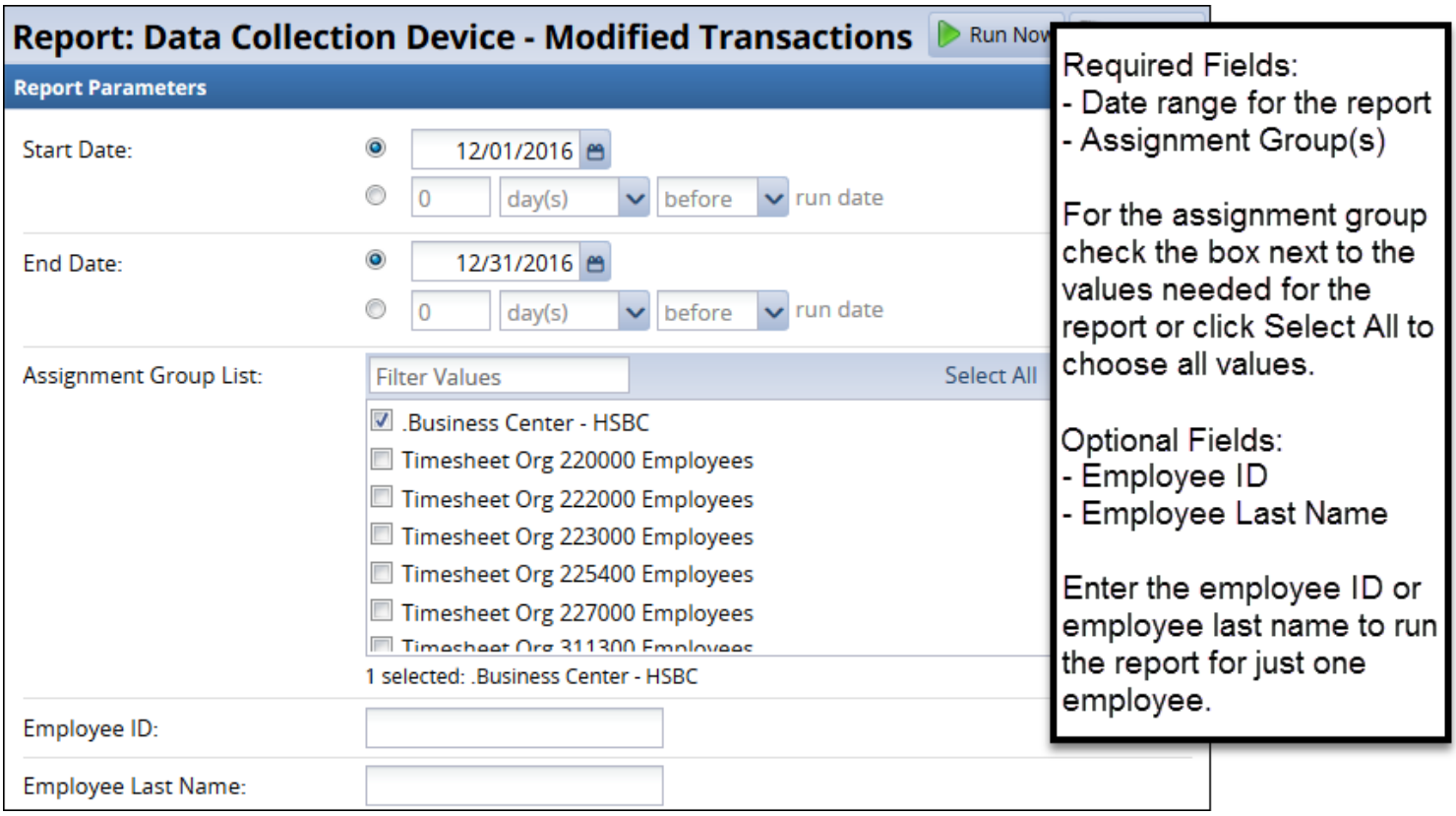
Duplicate Punch detected; punch ignored.;
Duplicate swipe detected for swipe_id=2608721155;
clockId=__WEBCLOCK__, eventType=2("In Swipe")
, idField="2554295884", eventDttm="2016-12-02 11:39:39", badgeGroup="null", checkPassword=false, password="null"
, idType1=5(ASGNMT_ID), idType2=0(EMPLOYEEID), idType3=0(EMPLOYEEID)
, 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=DUPLICATE_SWIPE(300)
, excp msg="null"
, excp code=null, emp=2554289982

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

Report

1 of 2 100%

EmpCenter

Data Collection Device - Modified Transactions from 12/01/2016 to 12/31/2016

Oregon State University

Employee Name	Employee ID	Assignment	Pay Period End	Pay Code	In Time (Timesheet)	In Time (Clock)	Out Time (Timesheet)	Out Time (Clock)	Time Sheet Version
Beaver, Trevor	832499526	NWREC Field-217400-C51420-S0	12/15/2016	Clock	12/02/2016 11:00 AM	12/02/2016 11:39 AM	12/02/2016 05:00 PM		0

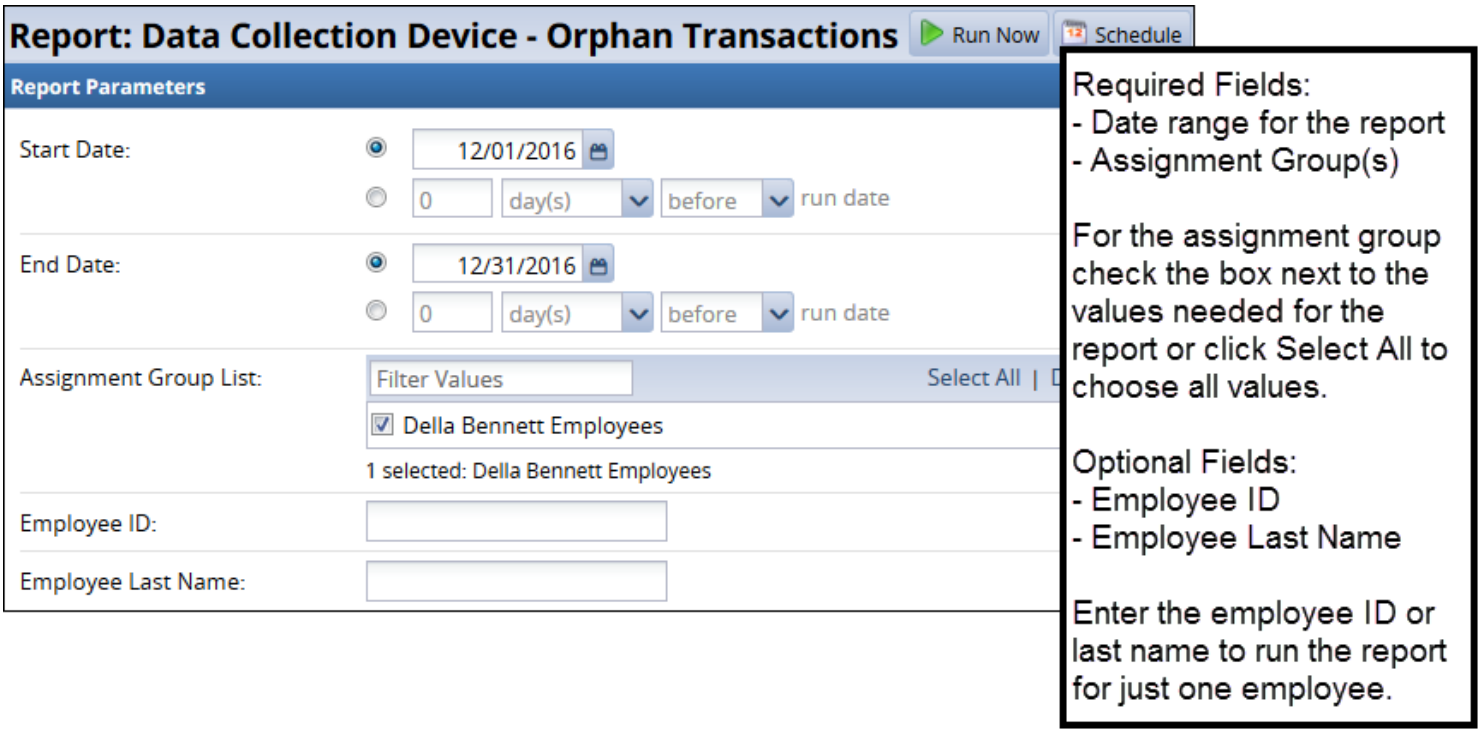
Note: the time listed in the (Timesheet) column is the time currently on the timesheet; the time listed in the (Clock) column is the time the employee clocked in or out using the WebClock or a physical time clock.

Data Collection Device – Orphan Transactions

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

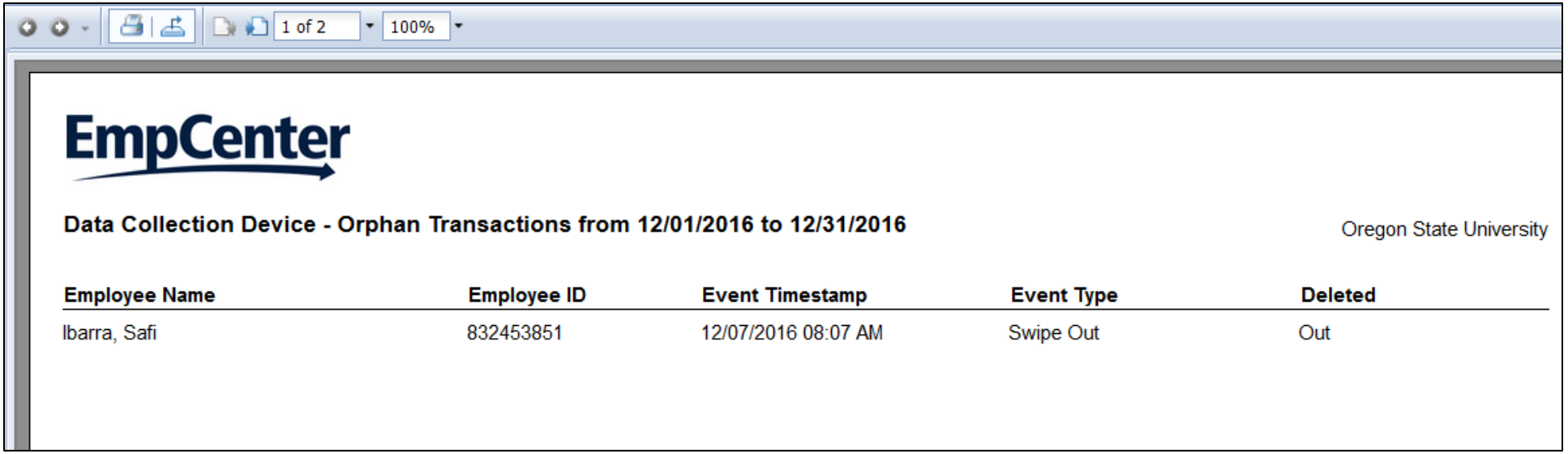
This report shows time that was clocked using either the web clock or a physical clock and reported to the timesheet but has since been deleted from the timesheet. Only a superuser can delete clocked time; superusers will only delete clock time if the clock was entered in error on an assignment that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



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EmpCenter

Data Collection Device - Orphan Transactions from 12/01/2016 to 12/31/2016

Oregon State University

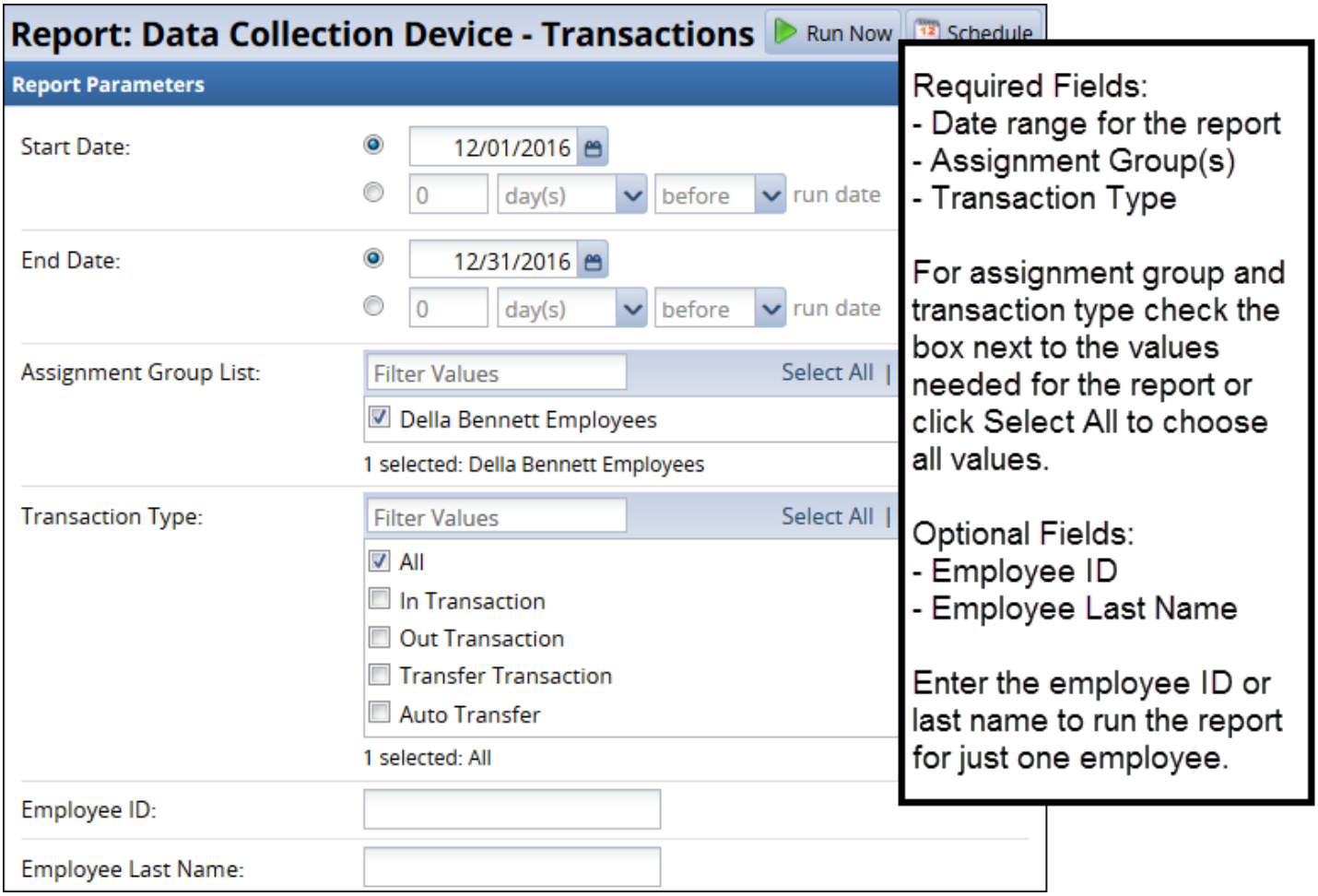
Employee Name	Employee ID	Event Timestamp	Event Type	Deleted
Ibarra, Safi	832453851	12/07/2016 08:07 AM	Swipe Out	Out

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

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EmpCenter

Data Collection Device - Transactions from 12/01/2016 to 12/31/2016

Oregon State University

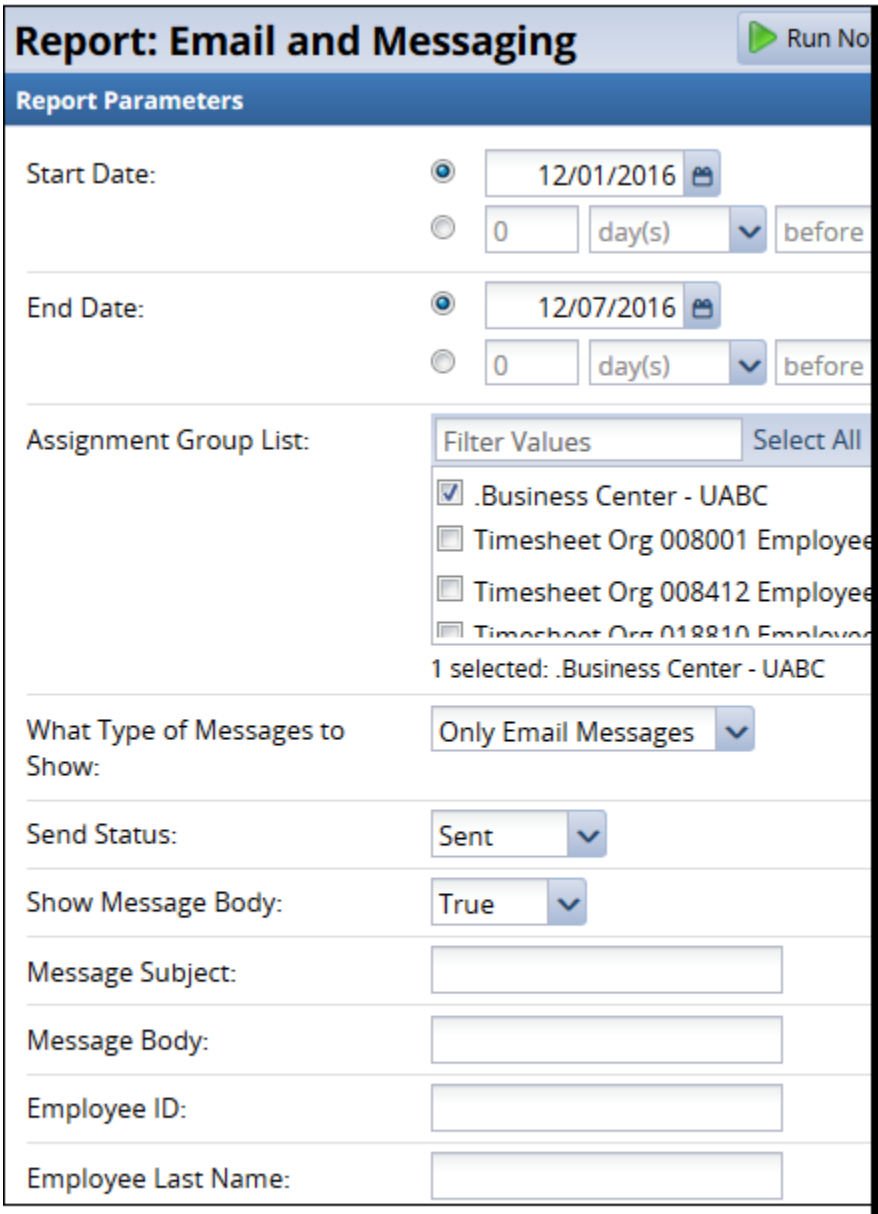
Employee Name	Employee ID	Date / Time	Event	Assignment	Pay Code	Transaction ID
Clock: 1303059						
Ibarra, Safi	832453851	12/06/2016 02:19 PM	Swipe Out	MURFS Pangea Sandwch-160450-C50108-00	Clock	2610593415
Seek, Heidi	831934582	12/06/2016 01:49 PM	Swipe In	MURFS The Dam-160450-C50108-00	Clock	2610053085
Seek, Heidi	831934582	12/07/2016 08:06 AM	Swipe In	MURFS Bites-160450-C50108-00	Clock	2610621453
Clock: Athletics						
Ibarra, Safi	832453851	12/19/2016 01:41 PM	Swipe Out	MURFS Pangea Sandwch-160450-C50108-00	Clock	2611135055
Seek, Heidi	831934582	12/06/2016 09:49 AM	Swipe In	MURFS The Dam-160450-C50108-00	Clock	2610030890
Seek, Heidi	831934582	12/19/2016 01:41 PM	Swipe In	MURFS The Dam-160450-C50108-00	Clock	2611128148

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

Report

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EmpCenter

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

Oregon State University

Message Send Failure Total: 0

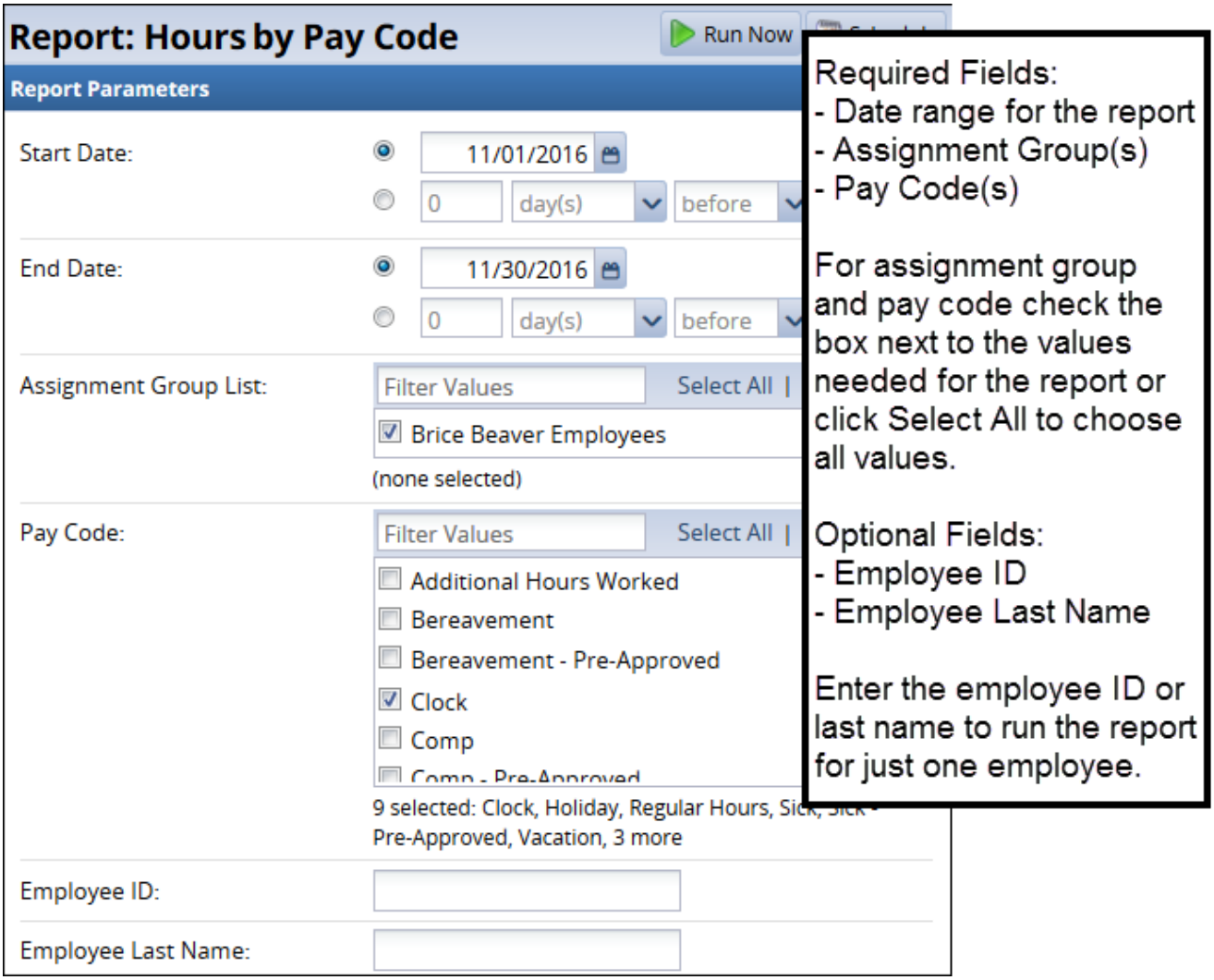
Employee Name	Employee ID	Sent To	Send Date/Time	Send Status	Subject	Message Body
Jaugar, Mick	631522480	mick.jaugar@oregonstate.edu	12/01/2016 10:10 AM	Sent	Timesheet Submit Reminder 11/01/2016 - 11/30/2016	Please submit your timesheet for 11/01/2016 - 11/30/2016 before the end of the day on the 4th. https://osu-test.workforcehosting.com/workforce/ShowPage.do?id=2607589320

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



Output Options: PDF, Excel, HTML

Report

1 of 2 100%

EmpCenter

Hours by Pay Code from 11/01/2016 to 11/30/2016

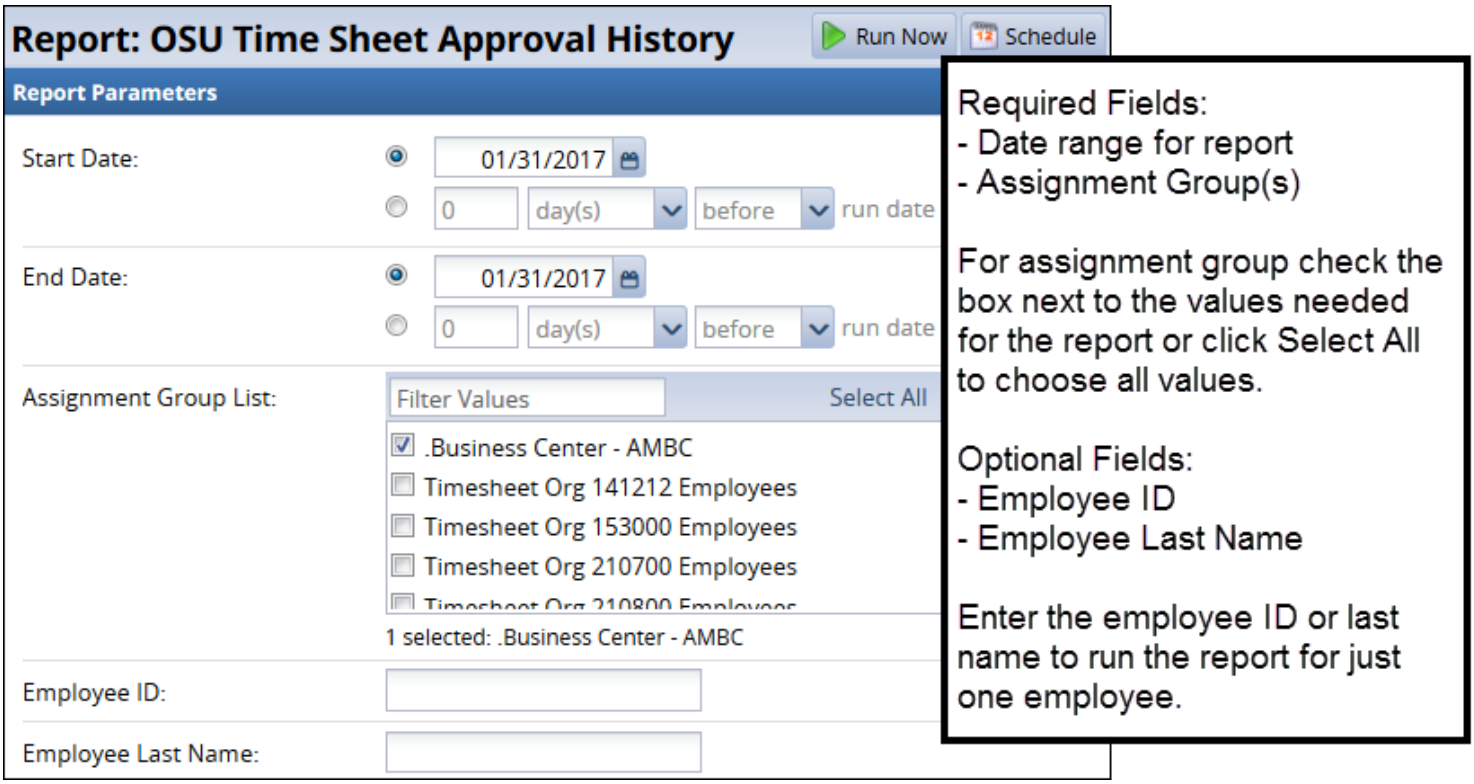
Employee Name	Employee ID	Pay Codes				
		Clock	Holiday	Work In/Out	Worked Hours	Total
Beaver, Brody	730678780	0.00	0.00	3.00	0.00	3.00
Beaver, Douglas	631660632	8.00	0.00	8.00	0.00	16.00
Beaver, Rosa	631382853	0.00	24.00	0.00	152.00	176.00
Beaver, Stanley	630657465	0.00	6.00	0.00	38.00	44.00
Beaver, Viola	632877226	0.00	24.00	0.00	152.00	176.00
Total		8.00	54.00	11.00	342.00	415.00

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

Report

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EmpCenter

OSU Time Sheet Approval History from 01/01/2017 to 01/31/2017

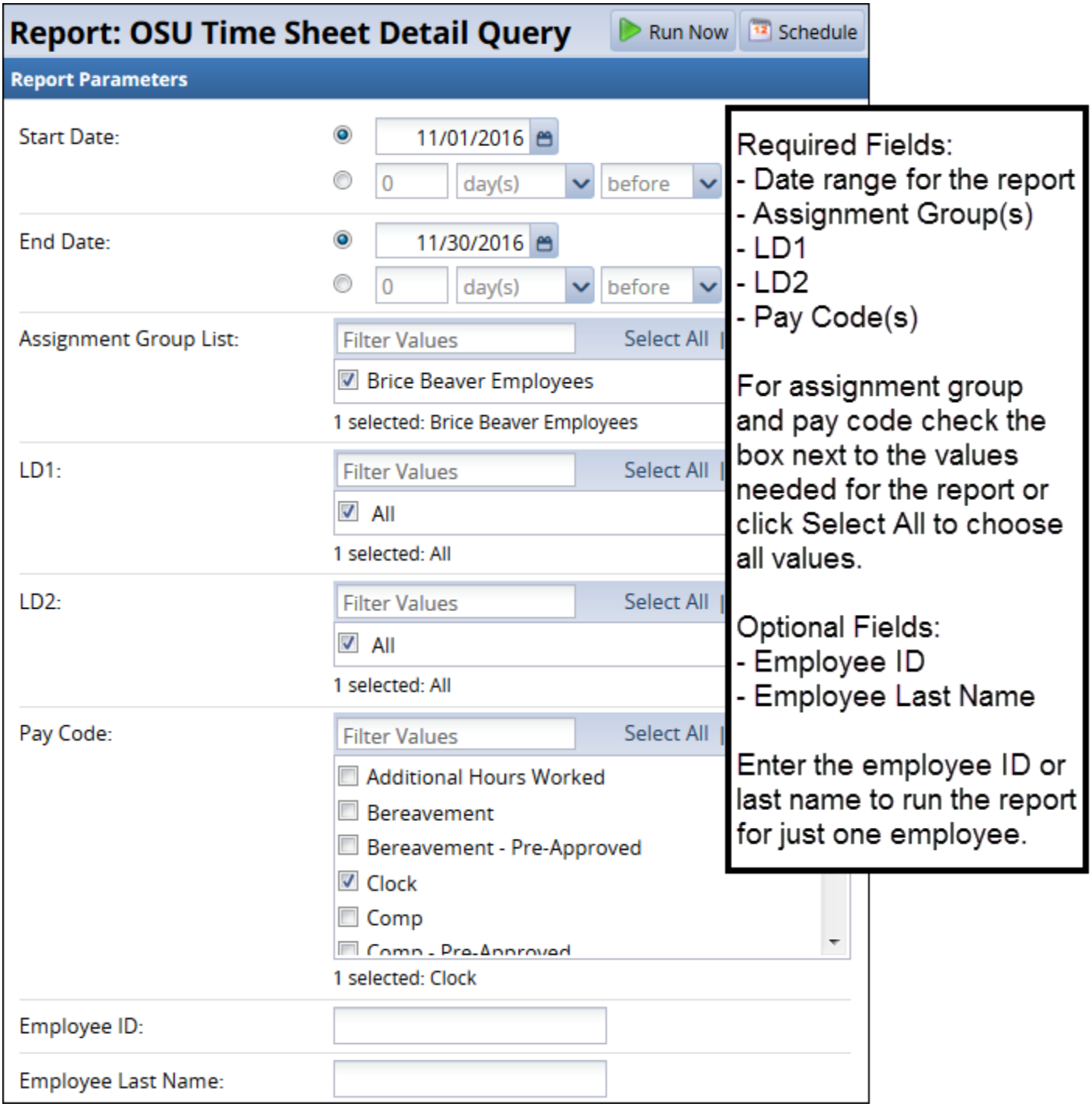
Supervisor	Supervisor ID	Employee	Employee ID	Pay Period End Date	Assignment Name	Timesheet ORG	Position #	Suffix	Index	Activity Code	Total Hours	Regular Hours	OT Hours	Leave Hours	Exceptions	Time Sheet Submitted	Submitted Date/Time	Time Sheet Approver	Approver ID	Event Date/Time	Event
Barela, Michael	632262615	Pickles, Dill	631480670	01/31/2017	Accountant 1	391120	C33308	00			0.00	0.00	0.00	0.00	Yes	No					
Barela, Michael	632262615	Sears, Samantha	631824446	01/31/2017	Instructor	241220	C18734	00			61.60	61.60	0.00	0.00	Yes	No					
Barela, Michael	632262615	Tie, Mai	631825675	01/31/2017	Instructor	241120	C15066	00			55.22	55.22	0.00	0.00	Yes	No					
Barela, Michael	632262615	Unger, Keira	631480108	01/31/2017	Instructor	252400	C17189	00			0.00	0.00	0.00	0.00	Yes	No					
Beaver, Brice	631888101	Beaver, Betsy	630643653	01/31/2017	Grants/Contracts Technician	391520	C30996	00			0.00	0.00	0.00	0.00	Yes	No					
Beaver, Brice	631888101	Beaver, Douglas	631660632	01/31/2017	Office Specialist 2	231200	C30765	00			0.00	0.00	0.00	0.00	Yes	No					
Beaver, Brice	631888101	Beaver, Monica	630704165	01/31/2017	Cartographer Prgm Specialist	479000	C38399	00			0.00	0.00	0.00	0.00	Yes	No					
Beaver, Brice	631888101	Beaver, Rosa	631382853	01/31/2017	Office Manager	271000	C16244	00			176.00	176.00	0.00	0.00	Yes	No		Beaver, Brice	631888101	01/21/2017 2:46 PM	Approval
Beaver, Brice	631888101	Beaver, Stanley	630657465	01/31/2017	Academic Wage Appt - Salaried	303000	C25227	00			44.00	44.00	0.00	0.00	Yes	No					
Beaver, Brice	631888101	Beaver, Viola	632877226	01/31/2017	Dean	271000	C11951	00			176.00	176.00	0.00	0.00	Yes	Yes	01/31/2017 12:45 PM				
Bennett, Della	630501346	Cook, Shawn	630582222	01/31/2017	Supv-Retail Food Service	160450	C10031	00			176.00	176.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Croft, Tommy	632682020	01/31/2017	HSRC Coordinator	160523	C18707	00			176.00	176.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Hinds, Darrell	633020686	01/31/2017	Communication & Marketing Spec	160800	C13317	00			0.00	0.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Ibarra, Safi	832453851	01/15/2017	MURFS Pangea	160450	C50108	00			0.00	0.00	0.00	0.00	No	No					
Bennett, Della	630501346	Ibarra, Safi	832453851	01/15/2017	MURFS Pangea Sandwch	160450	C50108	00	MUN040	MUSW	5.75	5.75	0.00	0.00	Yes	No					
Bennett, Della	630501346	Ibarra, Safi	832453851	01/15/2017	MURFS Pangea Sandwch	160450	C50108	00			0.00	0.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Jerrie, Garcia	632626575	01/31/2017	Manager 2-Food	160659	C16804	00			176.00	176.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Lama, Dolly	631548723	01/31/2017	Custodian	160600	C33429	00			56.00	8.00	0.00	48.00	Yes	No					
Bennett, Della	630501346	Lumbar, Rush	631615176	01/31/2017	Custodian	160600	C33183	00			0.00	0.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Seek, Heidi	831934582	01/15/2017	MURFS The Dam	160450	C50108	00	MUN055		6.00	6.00	0.00	0.00	Yes	No					
Bennett, Della	630501346	Seek, Heidi	831934582	01/15/2017	MURFS Bites	160450	C50108	00			0.00	0.00	0.00	0.00	No	No					
Bennett, Della	630501346	Seek, Heidi	831934582	01/15/2017	MURFS The Dam	160450	C50108	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



Output Options: PDF, Excel, CSV, HTML

Report

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EmpCenter

Time Sheet Detail Query from 11/01/2016 to 11/30/2016

Oregon State University

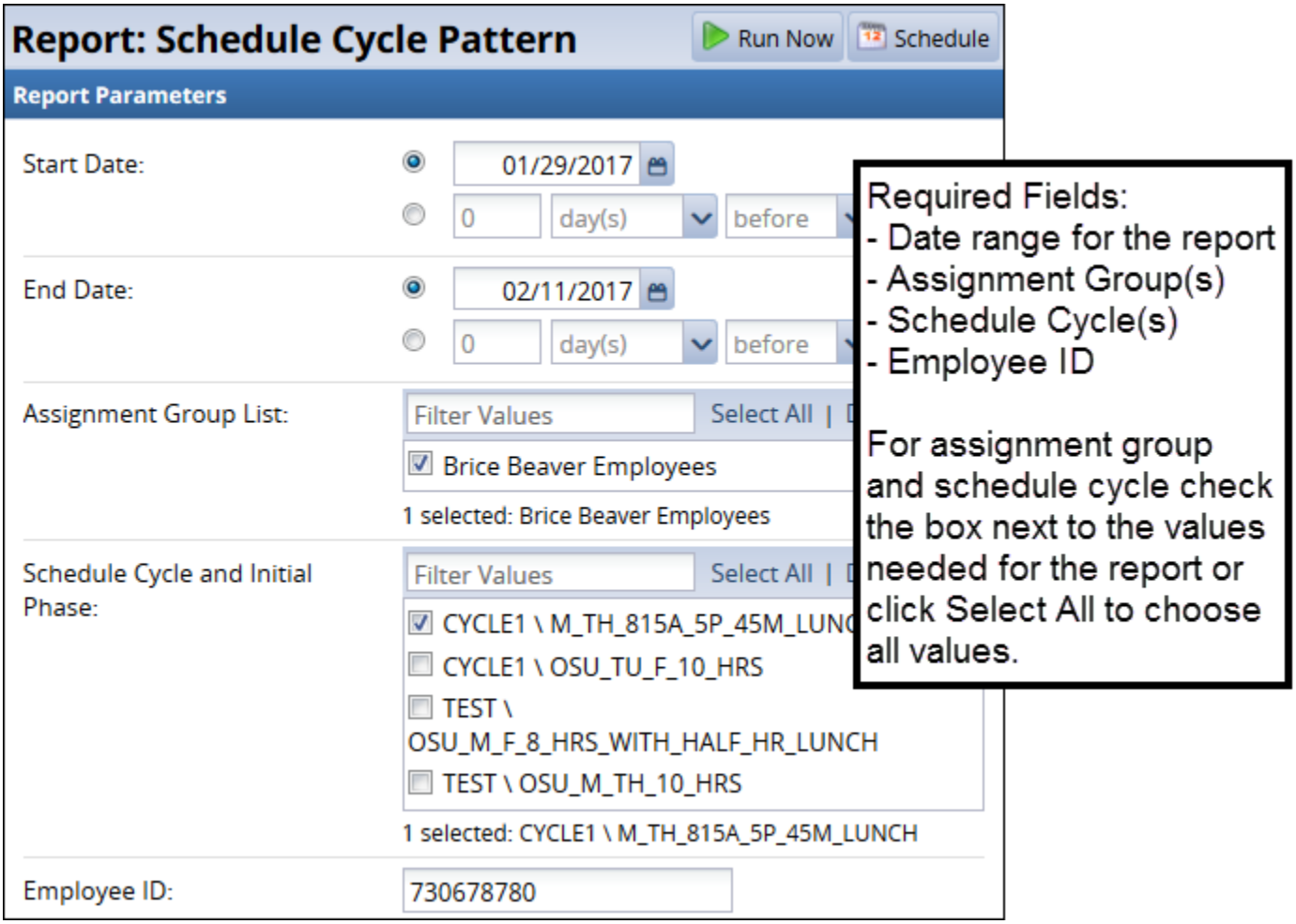
Pay Code	Index	Activity Code	Date	Start Time	End Time	Hours	Time Sheet Version
Ahoy, Chip (832776275)		**Comp Lab Attendant-121140-C50343-00**					
Clock			11/09/2016	11:19 AM		0.00	1
Aranda, Burma (832536088)		**SCH UGTA Nafshun-251400-C50207-00**					
Clock			11/16/2016	11:01 AM	03:42 PM	4.68	0
Barrs, Handel (832784618)		**MES Research General-217700-C51407-S0**					
Clock			11/18/2016	12:37 PM	08:00 PM	7.38	0
		MES Research Wildflower-217700-C51407-S3					
Clock			11/21/2016		02:35 PM	0.00	0
Beaver, Douglas (631660632)		**Office Specialist 2-231200-C30765-00**					
Clock			11/21/2016	08:00 AM	04:35 PM	8.58	1

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



Output Options: PDF, Excel, HTML

Report

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EmpCenter

Schedule Cycle Pattern for Brody Beaver (730678780) from 01/29/2017 to 02/11/2017

Brice Beaver Employees

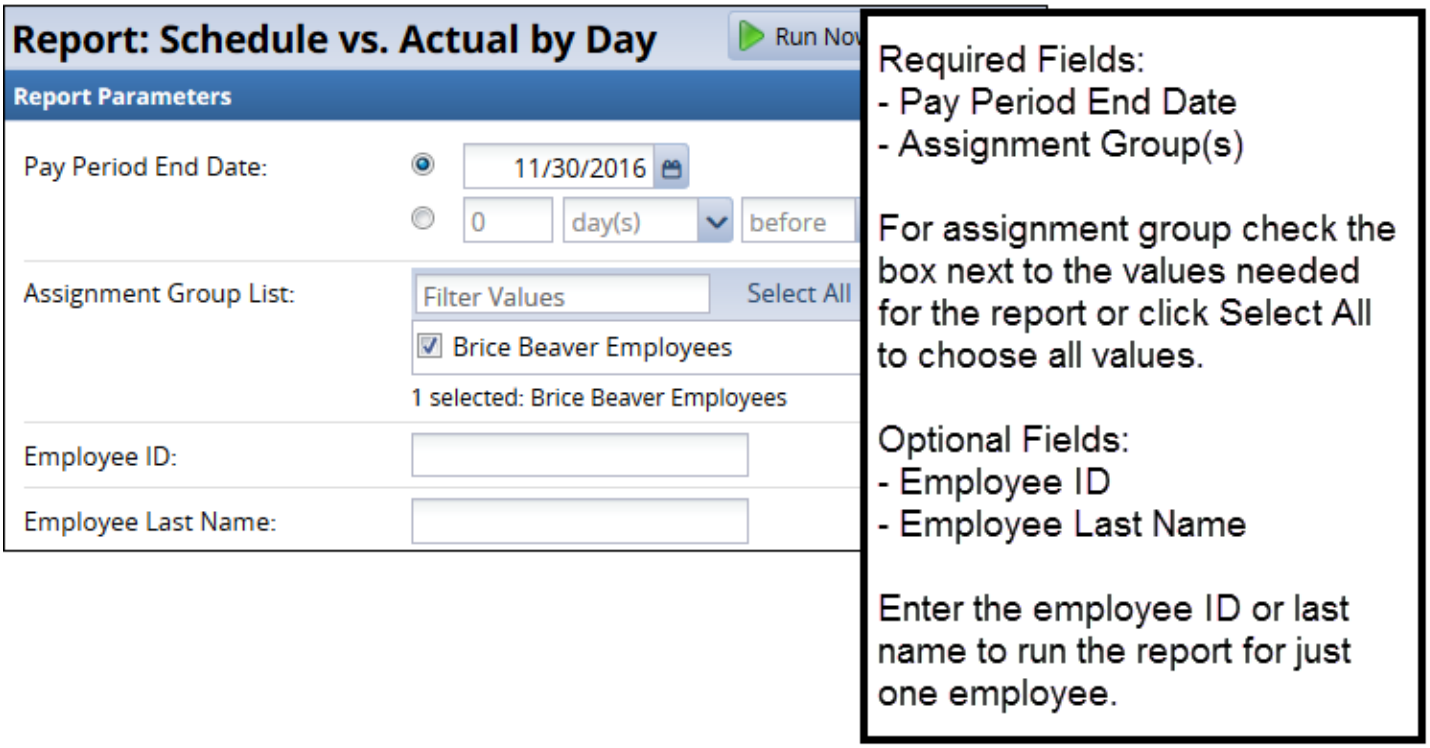
Assignment	Schedule Cycle \ Initial Cycle Phase	1/29	1/30	1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hort Class-211200-C51 392-S0	CYCLE1 \ M_TH_815A_5P_45M_LUNCH	OFF	ON	ON	ON	ON	OFF	OFF	OFF	OFF	ON	ON	ON	ON	OFF

Schedule vs. Actual by Day

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

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

Options



Output Options: PDF, Excel, HTML

Report

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EmpCenter

Schedule vs. Actual by Day

Pay

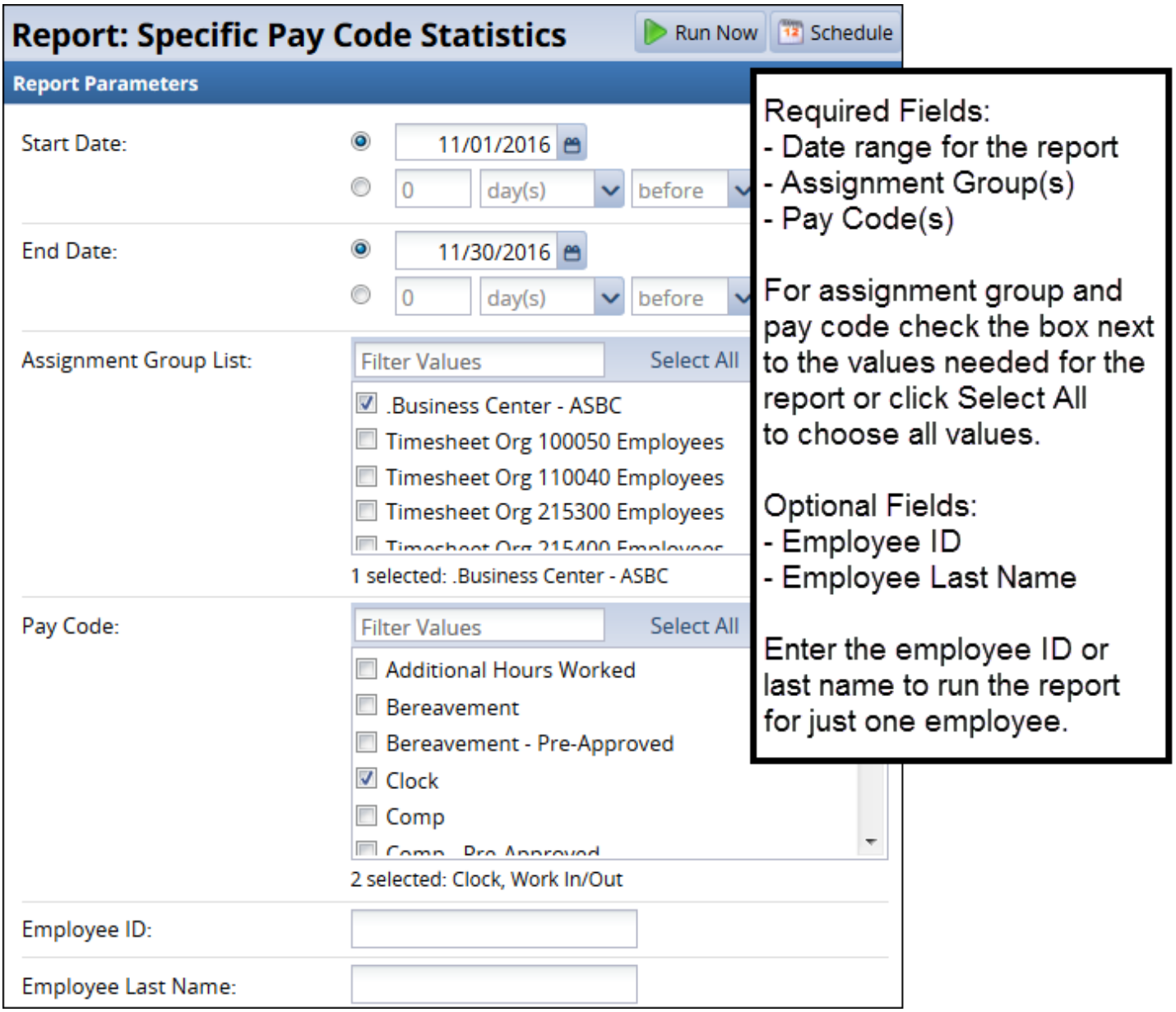
Assignment Group	Employee Name (ID)		Days Within Pay Period									
			11/01/2016	11/02/2016	11/03/2016	11/04/2016		11/25/2016	11/28/2016	11/29/2016	11/30/2016	Total
Brice Beaver Employees	Beaver, Douglas (631660632)	Hours Sched.	8.50	8.50	8.50	8.5	0	8.50	8.50	8.50	8.50	187.00
		Hours Actual	0.00	0.00	0.00	0	.00	8.00	0.00	0.00	0.00	16.00
		Pay Sched.	144.67	144.67	144.67	14	.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
Total		Hours Sched.	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		8.00	0.00	0.00	0.00	16.00
		Pay Sched.	144.67	144.67	144.67	144.	7	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

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

Report

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EmpCenter

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

Oregon State University

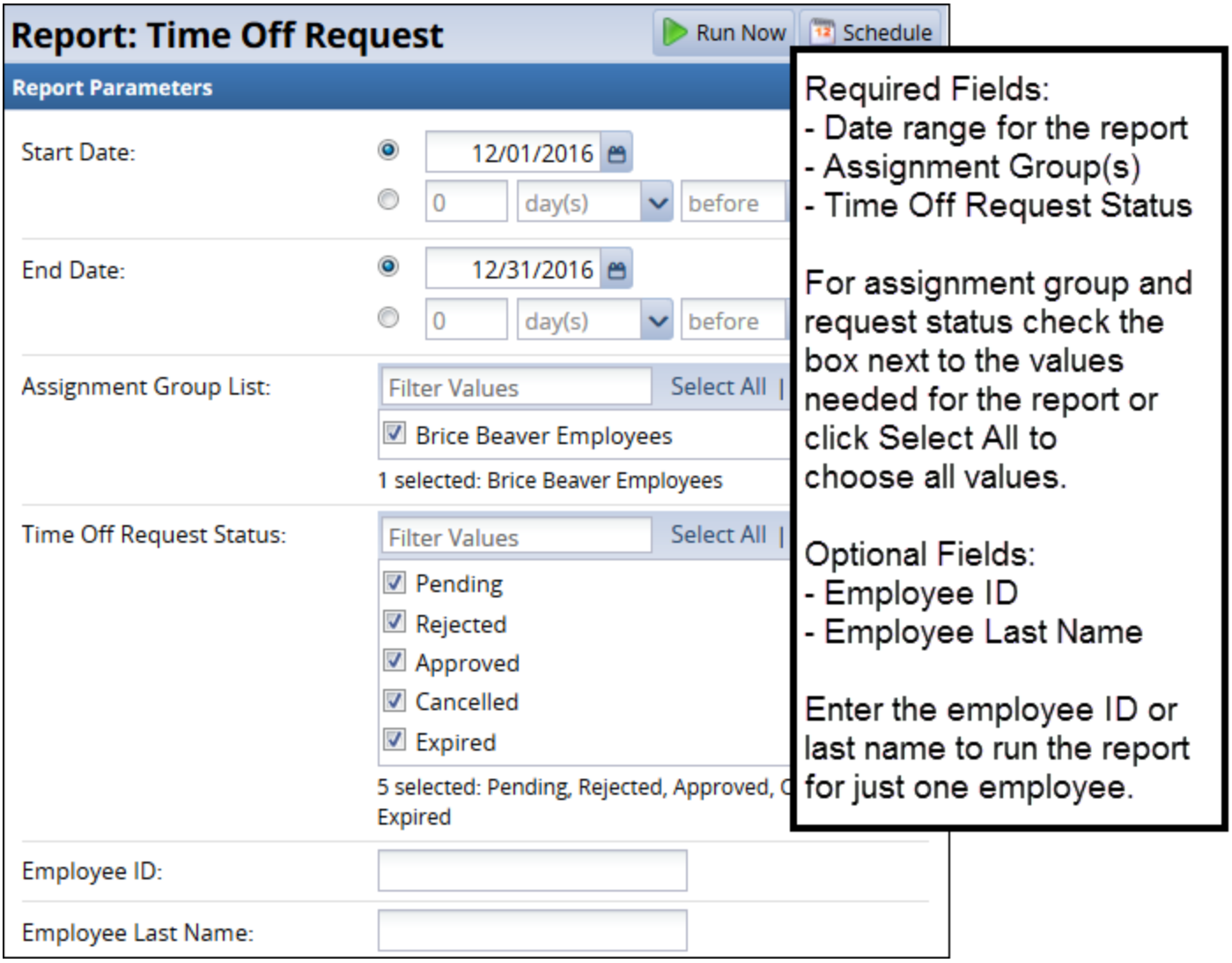
Pay Code	Assignment Group	Employee Name	Employee ID	Work Date	Hours	Pay
Clock						
	.Business Center - ASBC					
		Aranda, Burma	832536088	11/16/2016	4.75	$47.50
				Clock Totals	**4.75**	**$47.50**
Work In/Out						
	.Business Center - ASBC					
		Cardy, Toby	631451668	11/10/2016	11.00	$187.22
		Aranda, Burma	832536088	11/21/2016	6.00	$60.00
		Aranda, Burma	832536088	11/29/2016	3.00	$30.00
				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



Output Options: PDF, Excel, CSV, HTML

Report

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EmpCenter

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

Oregon State University

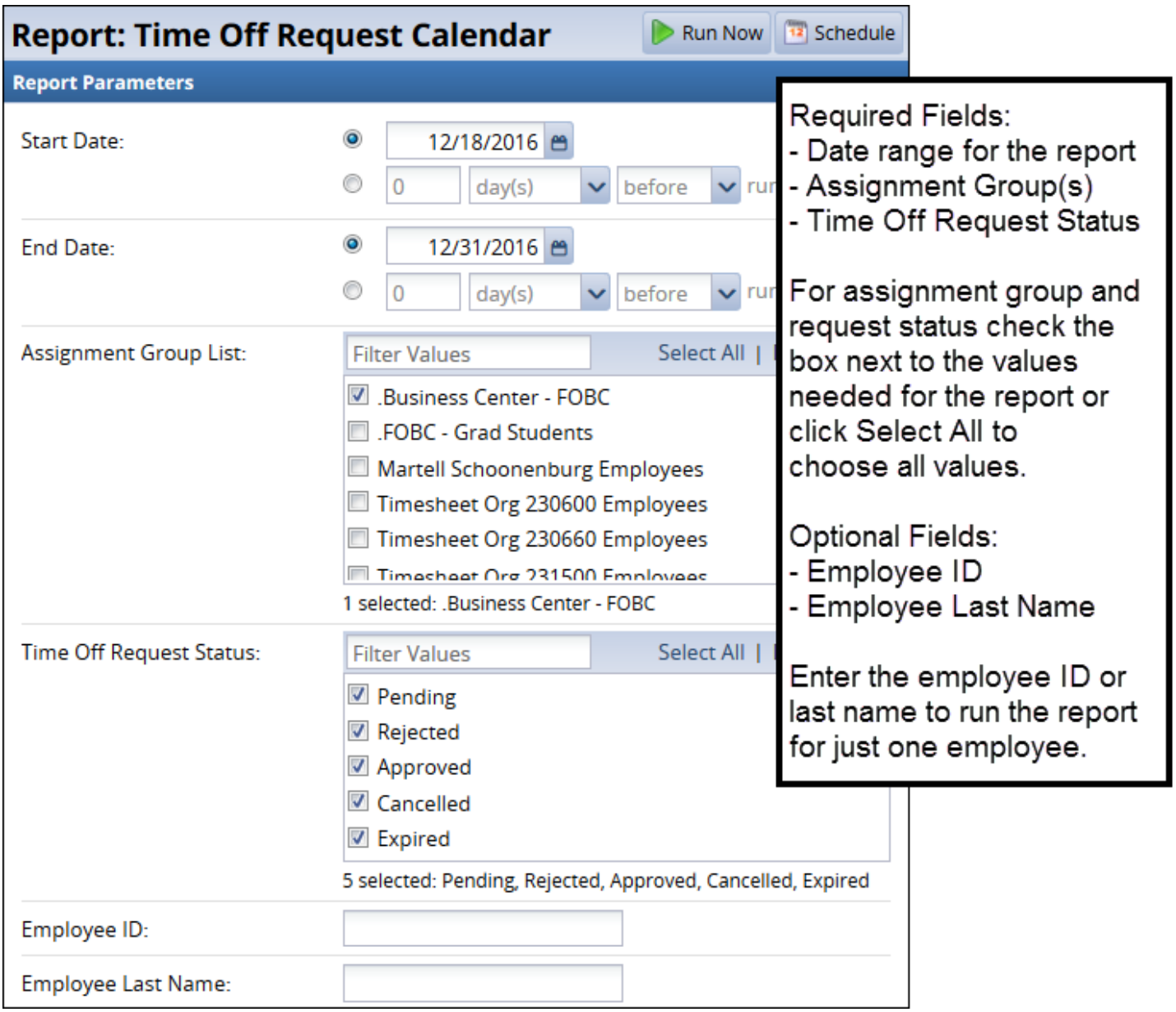
Employee Name	Employee ID	Time Off Type	Time Off Date	Start Time	End Time	Hours	Status	Request Submitted Date
Beaver, Douglas	**631660632**							
		Vacation - Pre-Approved	Tuesday 12/27/2016			8.00	Approved	12/05/2016
		Vacation - Pre-Approved	Wednesday 12/28/2016			8.00	Approved	12/05/2016

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



Output Options: PDF, Excel, HTML

Report

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EmpCenter

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

Oregon State University

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	19	20	21	22	23 Fig, Newton (531712078) Oregon Sick Leave - 2.00 hrs	24
25	26	27 Beaver, Douglas (631660632) Vacation - Pre-Approved - 8.00 hrs	28 Beaver, Douglas (631660632) Vacation - Pre-Approved - 8.00 hrs	29	30	31

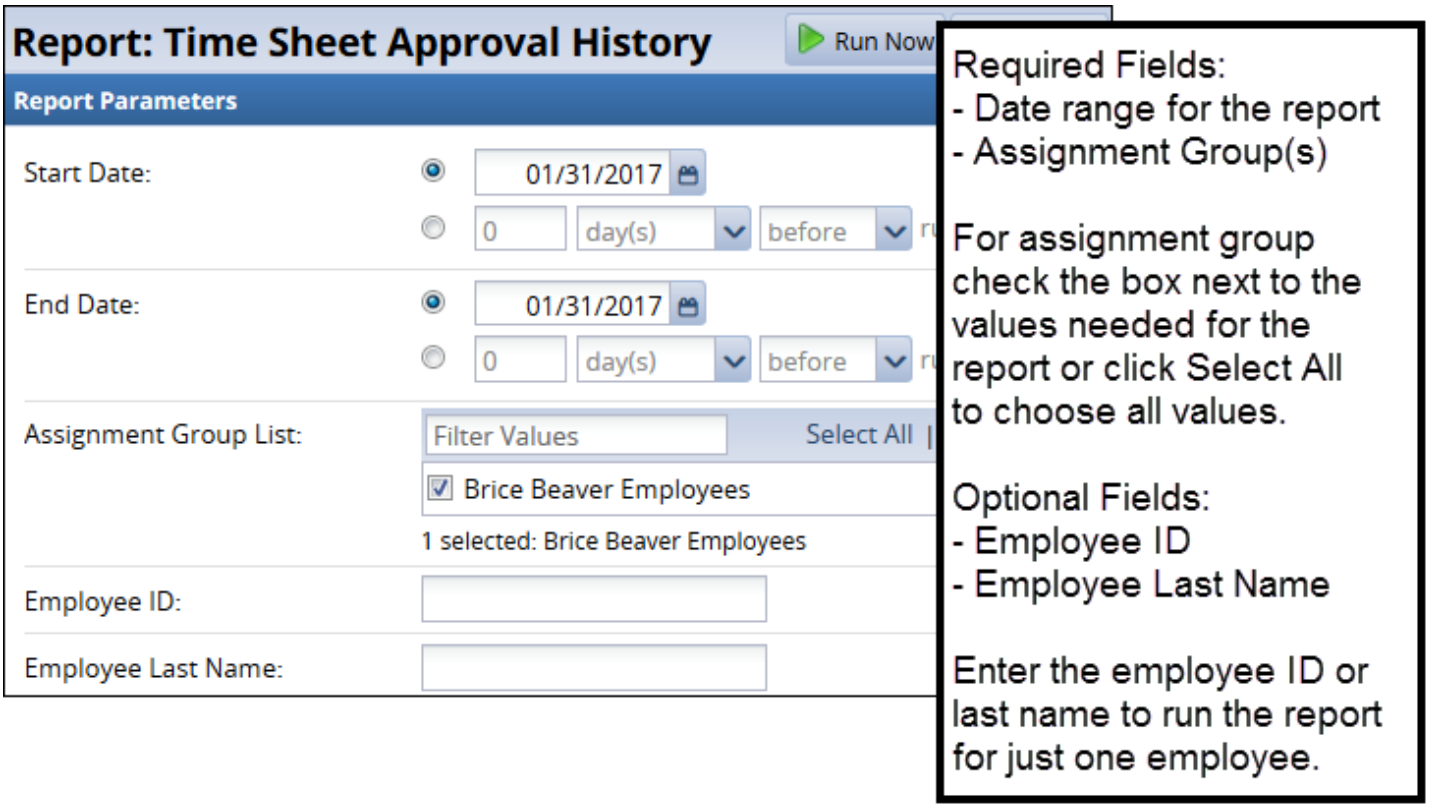
Pending requests are displayed in blue. Rejected requests are displayed in red. Approved requests are displayed in green. Cancelled requests are displayed in orange. Expired requests are displayed in purple.

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

Report

1 of 2 100%

EmpCenter

Time Sheet Approval History from 01/31/2017 to 01/31/2017

Oregon State University

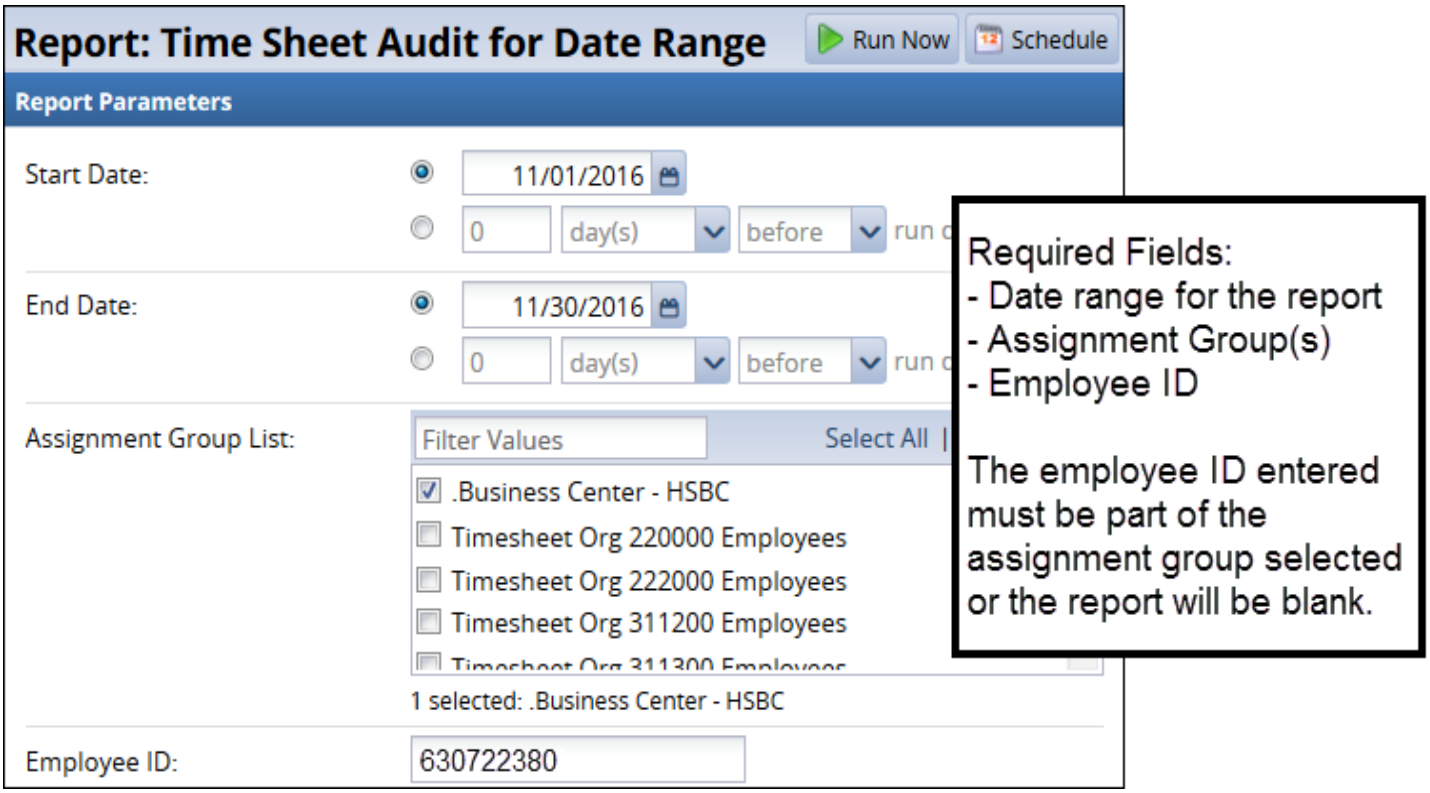
Assigned Approver	Employee Name	Employee ID	Pay Period End Date	Time Sheet Submitted?	Submitted Date/Time	Time Sheet Approver	Approver ID	Event Date/Time	Event
Assignment Group: Brice Beaver Employees									
Beaver, Brice									
	Beaver, Betsy	630643653	01/31/2017	No					
	Beaver, Douglas	631660632	01/31/2017	No					
	Beaver, Monica	630704165	01/31/2017	No					
	Beaver, Rosa	631382853	01/31/2017	No		Beaver, Brice	631888101	01/21/2017 2:46 PM	Approval
	Beaver, Stanley	630657465	01/31/2017	No					
	Beaver, Viola	632877226	01/31/2017	Yes	01/31/2017 12:45 PM				

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

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EmpCenter

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

Oregon State University

Changed on	By User	Action	Data Source	Work Date	Pay Code	Hours	In Time	Out Time	Index	Activity Code	IP Address	Comments
Employee: Vango, Vinnie (630722380)						**Assignment: Administrative Program Assist-154250-C31749-00**						
11/15/2016 03:00 PM	SYSTEM_SCHEDULER	Insert	Generated in calculation stages and editable	11/11/2016	Holiday	4.00					172.20.30.51	
11/18/2016 02:20 PM	630722380	Insert	Clock Post	11/16/2016	Clock			03:41 PM				
11/18/2016 02:22 PM	630722380	Insert	Clock Post	11/16/2016	Clock		11:01 AM	03:41 PM				
11/18/2016 02:22 PM	630722380	Delete	Clock Post	11/16/2016	Clock			03:41 PM				
11/21/2016 05:35 PM	630722380	Insert	Clock Post	11/21/2016	Clock		02:35 PM					
11/18/2016 02:20 PM	630722380	Insert	Generated in calculation stages and editable	11/24/2016	Holiday	4.00						
11/18/2016 02:20 PM	630722380	Insert	Generated in calculation stages and editable	11/25/2016	Holiday	4.00						
11/30/2016 03:14 PM	630722380	Insert	Clock Post	11/30/2016	Clock		12:13 PM					
11/30/2016 04:16 PM	630722380	Update	User Entered	11/30/2016	Clock		12:13 PM	05:00 PM			128.193.8.56	

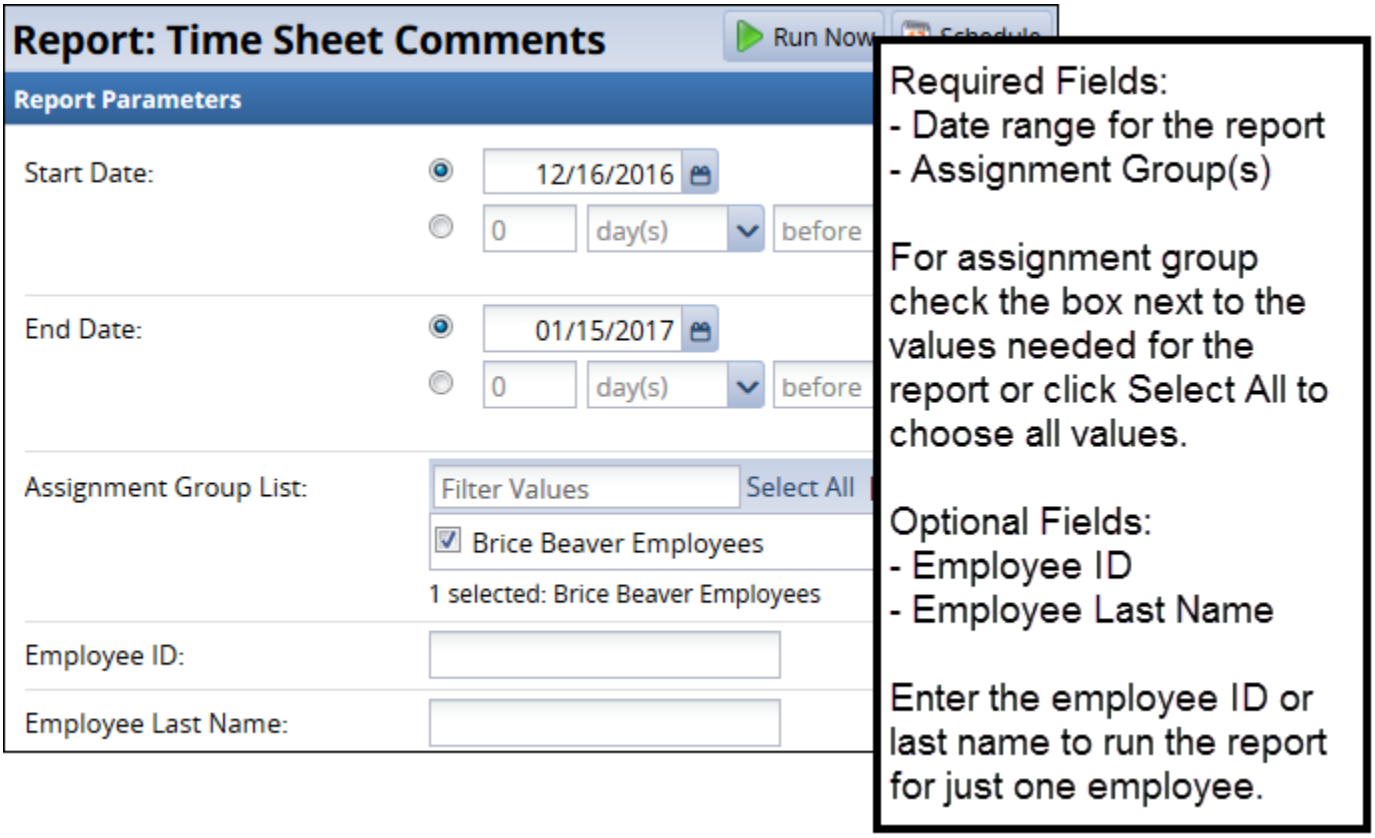
Note: the report is in Work Date order, which is the fifth column, not the first column.

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

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EmpCenter

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

Oregon State University

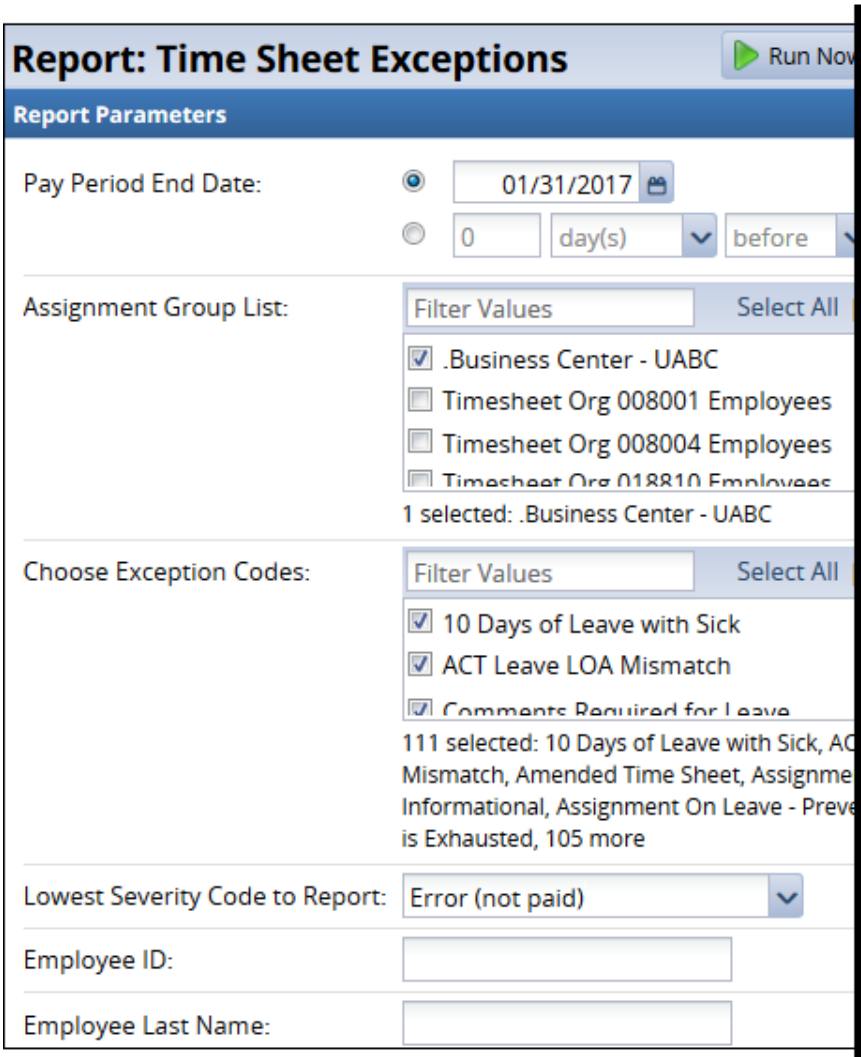
Assignment Group	Employee Name	Employee ID	Work Date	Pay Code	Comments
Brice Beaver Employees					
12/16/2016 thru 01/15/2017					
	Barrs, Monk	631586253			
	Time Slice Level Comments:		12/20/2016	Clock	computer was slow
	Beaver, Trevor	832499526	**Time Sheet Level Comments:**		Please change labor distribution 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



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.

Report

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EmpCenter

Time Sheet Exceptions for Period Ending on 01/31/2017

Oregon State University

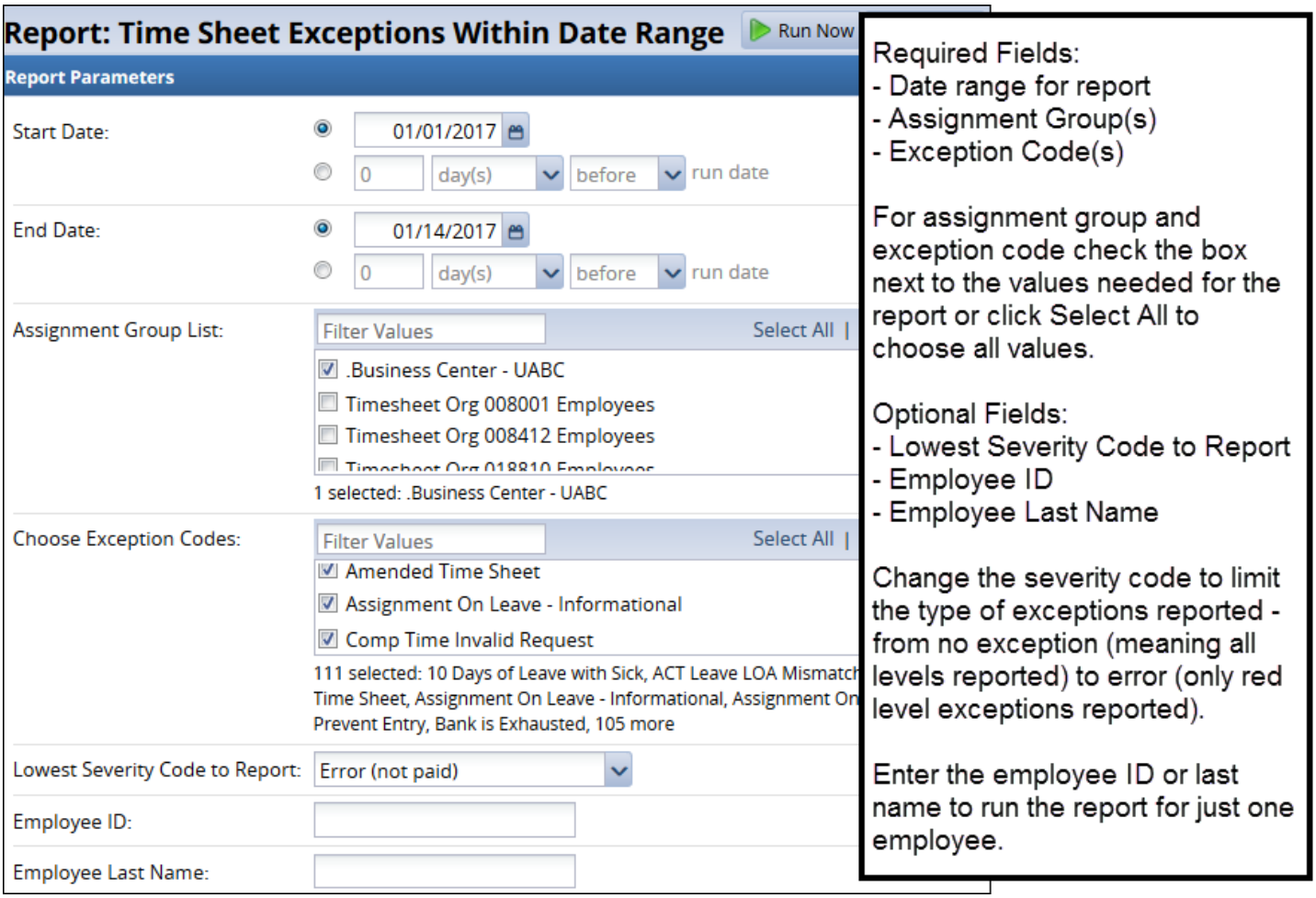
Employee Name	Employee ID	Assignment	Exception Date	Severity	Message
Abraha, Keeley	631584344	Administrative Program Spec-191000-C38359-00	01/07/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Abraha, Keeley	631584344	Administrative Program Spec-191000-C38359-00	01/14/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Abraha, Keeley	631584344	Administrative Program Spec-191000-C38359-00	01/21/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Abraha, Keeley	631584344	Administrative Program Spec-191000-C38359-00	01/28/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Barrett, Nina	632268763	Oper Systems-Network Analyst-121160-C38111-00	01/07/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Barrett, Nina	632268763	Oper Systems-Network Analyst-121160-C38111-00	01/14/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Barrett, Nina	632268763	Oper Systems-Network	01/21/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review
Branch, Hildy		Program Representative 2-104000-C32209-00	2017	Error (not paid)	week. Please review for errors, missed punches, etc.
Branch, Hildy	631464247	Program Representative 2-104000-C32209-00	01/14/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.

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.

Report

1 of 11 100%

EmpCenter

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

Oregon State University

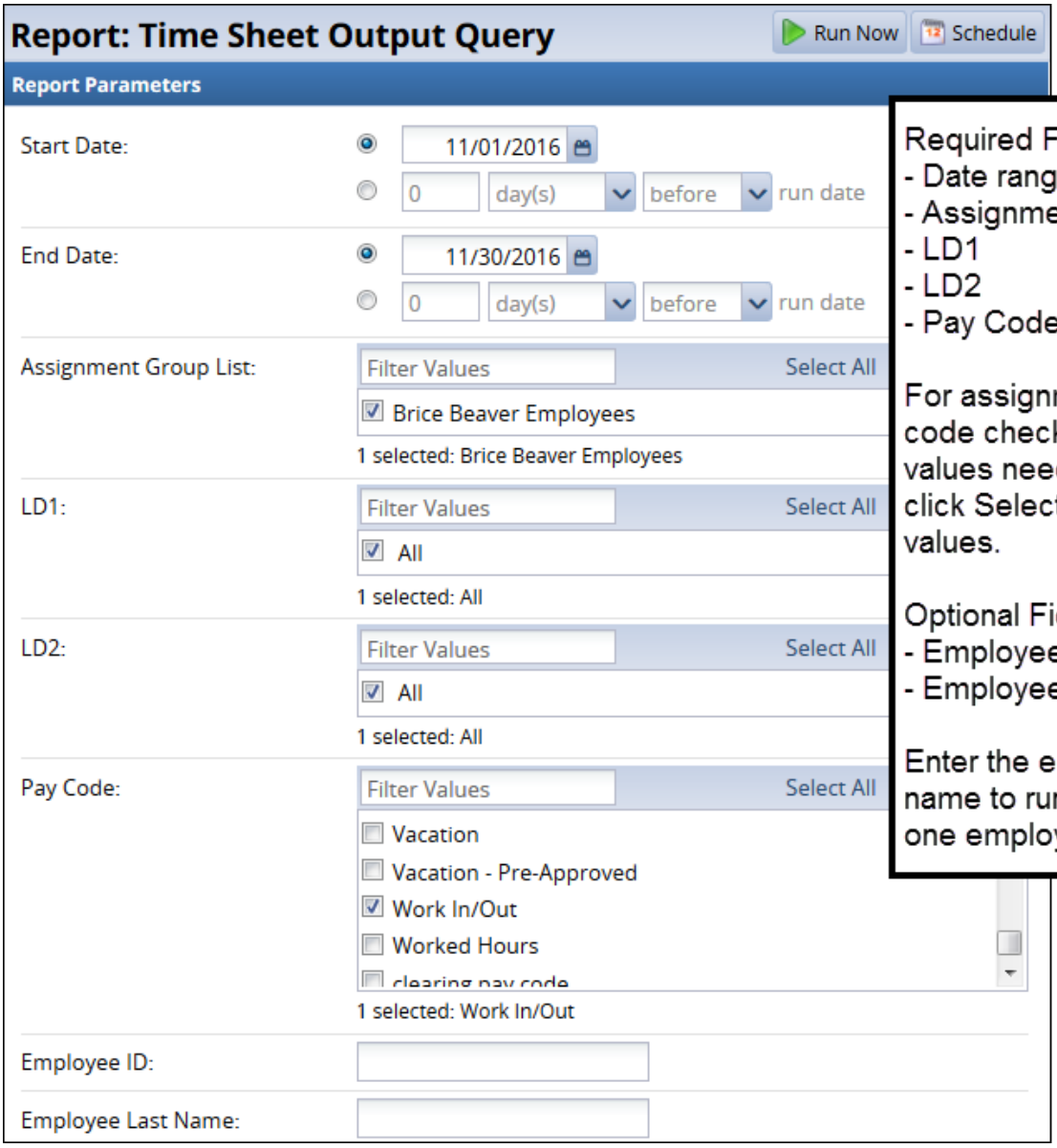
Employee Name	Employee ID	Assignment	Exception Date	Severity	Message
Abraha, Keeley	631584344	Administrative Program Spec-191000-C38359-00	01/07/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
			01/14/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
Barrett, Nina	632268763	Oper Systems-Network Analyst-121160-C38111-00	01/07/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
			01/14/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
	631480626		01/07/2017	Error	[illegible]
			[illegible]	[illegible]	[illegible]
Brees, Dew	631426568	Info Technology Consultant-122100-C38382-00	01/07/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.
			01/14/2017	Error (not paid)	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.

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



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

Report

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EmpCenter

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

Oregon State University

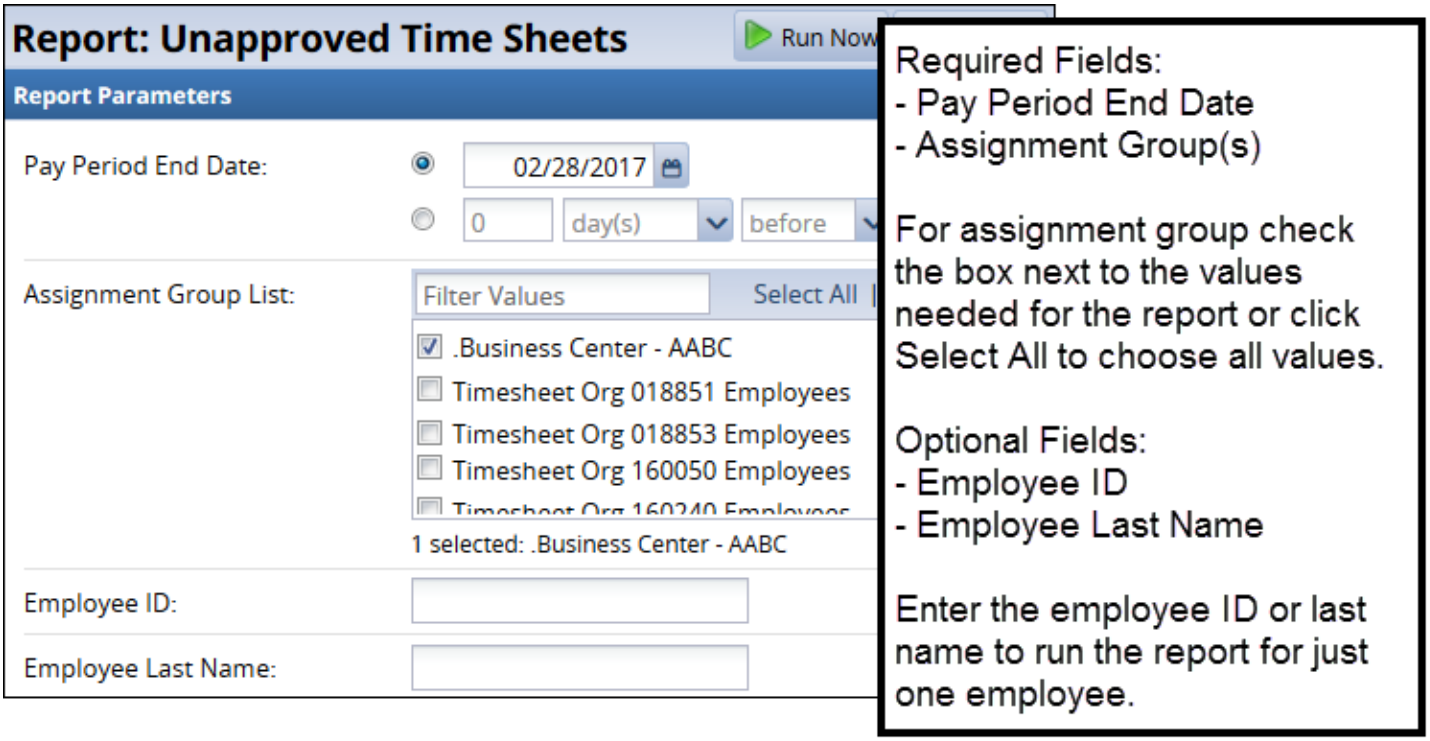
Pay Code	Index	Activity Code	Date	Hours	Pay	Transaction Type
Employee: Beaver, Brody (730678780)						
Assignment: Hort Class-211200-C51392-S0						
Work In/Out	AGD021	AHAM	11/02/2016	3.00	$33.00	Normal
			Assignment Total	**3.00**	**$33.00**	
			Employee Total	**3.00**	**$33.00**	
Employee: Beaver, Douglas (631660632)						
Assignment: Office Specialist 2-231200-C30765-00						
Work In/Out			11/25/2016	4.00	$84.00	Normal
Work In/Out			11/25/2016	4.00	$84.00	Normal
			Assignment Total	**8.00**	**$168.00**	
			Employee Total	**8.00**	**$168.00**	

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



Output Options: PDF, Excel, CSV, HTML

Report

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EmpCenter

Unapproved Time Sheets for Pay Period End Date 02/28/2017

Oregon State University

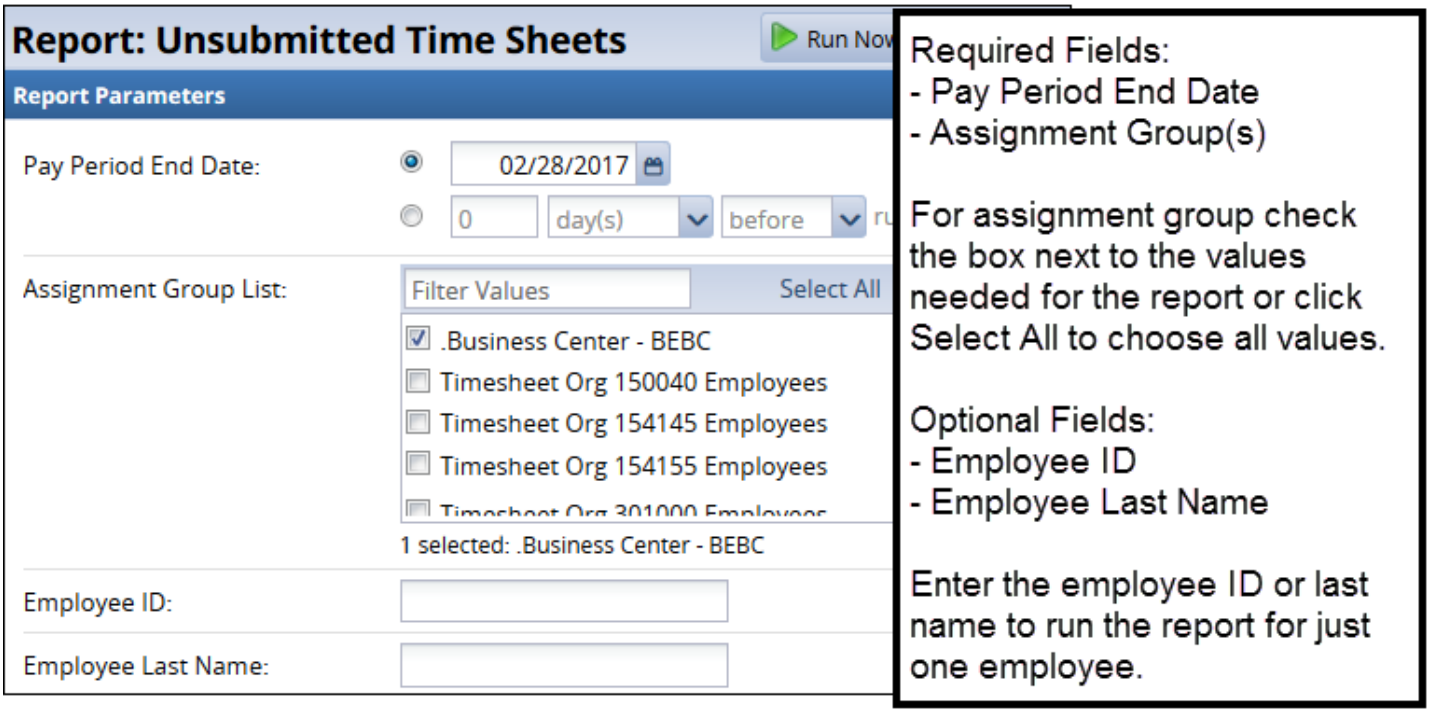
Assignment Group	Supervisor	Supervisor Email	Employee Name	Employee ID	Assignment	Email Address
.Business Center - AABC						
	Anderson, Belinda	Empcenter_testing@lists.oregonstate.edu				
			Porter, Chase	630587455	Radiation Protectn Tchnlgs 2-478600-C32226-00	Empcenter_testing@lists.oregonstate.edu
			Boat, Rowan	631546264	Office Specialist 1-160400-C33023-00	Empcenter_testing@lists.oregonstate.edu
	Baker, Sarah	Empcenter_testing@lists.oregonstate.edu				
			Horton, Wilma	630333382	Assist Dir-Leadership Devlop-160400-C12152-00	Empcenter_testing@lists.oregonstate.edu
	Beaver, Brice	Empcenter_testing@lists.oregonstate.edu				
			Beaver, Monica	630704165	Cartographer Prgm Specialist-479000-C38 00	Empcenter_testing@lists.oregonstate.edu
				633020686	& Marketing Spec-160800-C13317-00	Empcenter_testi
			Lama, Dolly	631548723	Custodian-160600-C33429 00	Empcenter_testing@lists.oregonstate.edu

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



Output Options: PDF, Excel, CSV, HTML

Report

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EmpCenter

Unsubmitted Time Sheets for Pay Period End Date 02/28/2017

Oregon State University

Assignment Group	Supervisor	Supervisor Email	Employee Name	Employee ID	Assignment	Email Address
.Business Center - BEBC						
	Beaver, Brice	**Empcenter_testing@lists.oregonstate.edu**				
			Beaver, Stanley	630657465	Academic Wage Appt - Salaried-303000-C25227-00	Empcenter_testing@lists.oregonstate.edu
			Beaver, Viola	632877226	Dean-271000-C11951-00	Empcenter_testing@lists.oregonstate.edu
			Newman, Mitchell	631767666	Development Engineer-305000-C33234-00	Empcenter_testing@lists.oregonstate.edu