

MYTIME REPORTS FOR SUPERVISORS

Supervisors or any person with approval status authority in MyTime have access to the following reports:

- General Reports
- Group Reports

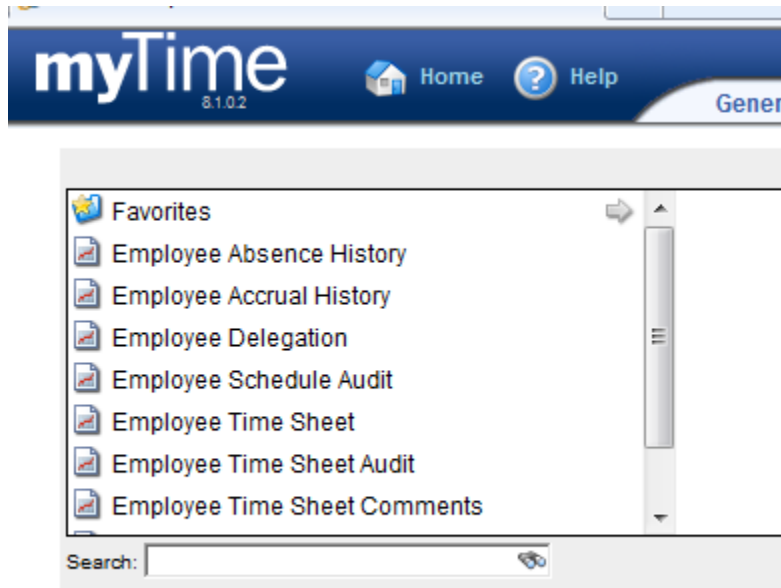


To view or run the reports under the General Reports category, click on *View General Reports*. The screen below shows the reports available.



MYTIME REPORTS FOR SUPERVISORS

Under this category, you will see a list of reports to choose from. You can click on any report to enter the parameters you want to run it.



GENERAL REPORTS

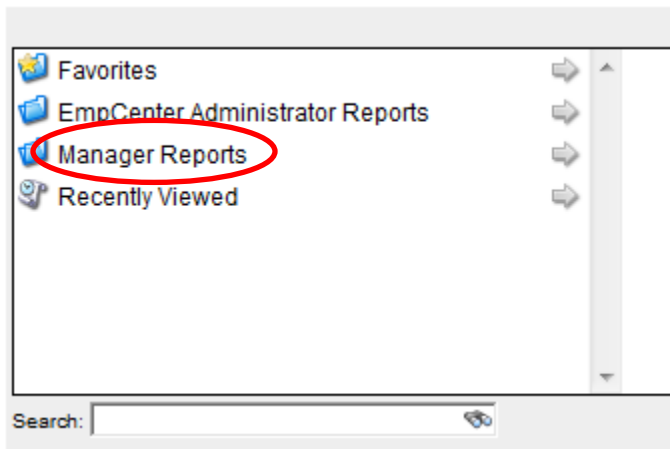
- Favorites
- Employee Absence History
- Employee Accrual History
- Employee Delegation
- Employee Schedule Audit
- Employee Time Sheet
- Employee Time Sheet Audit
- Employee Time Sheet Comments
- Employee Time Sheet with Signature
- Recently Viewed

MYTIME REPORTS FOR SUPERVISORS

To view or run the reports under the Group Reports category, click on *View Group Reports*.



The screen below shows the report categories available. Click on *Manager Reports*.



Below is the list of Manager reports you can run/view. Within each category, there are more reports.

GROUP REPORTS

- Accrual Reports
 - Accrual
 - Accrual Detail
 - Accrual Liability by Assignment Group
 - Accrual Liability by Employee
 - Imported Bank Balances
 - PTO Liability and Usage by Employee

MYTIME REPORTS FOR SUPERVISORS

- Attendance Reports
 - Employees On Premise
 - Expected vs. Actual Employees on Premise

- Data Collection Device Reports
 - Data Collection Device - Errors
 - Data Collection Device - Modified Transactions
 - Data Collection Device - Orphan Transactions
 - Data Collection Device – Transactions

- Employee Information Reports
 - Assignment Change History
 - Employee Anniversary
 - Employee Contact Information
 - Employee Counts Over Time
 - New Hire Report
 - Terminated Employee Details

- Exception Reports
 - Exception History
 - Time Sheet Exceptions
 - Time Sheet Exceptions Within Date Range

- Financial Reports
 - Labor Cost by Assignment Group
 - Specific Pay Code Statistics

- Labor Distribution Reports
 - Cost Code

- Overtime Reports
 - Approaching Overtime
 - OT Summary by Supervisor

MYTIME REPORTS FOR SUPERVISORS

- Schedule Reports
 - Advanced Scheduling Reports
 - Schedule Audit Reports
 - Schedule vs. Actual Reports
 - 14 Day Schedule
 - Employees Scheduled Less Than Expected Hours
 - Projected Schedule Cost
 - Schedule
 - Schedule - Date Range
 - Unscheduled Employees
 - Unscheduled Time Worked

- Time Off Reports
 - Absence History
 - Absence Summary
 - FMLA Analysis
 - Recorded Time Off
 - Time Off Request

- Time Sheet Reports
 - Amended Time Sheet Reports
 - Time Sheet Audit Reports
 - Consecutive Days Worked
 - Daily Activity Report
 - Employee Detail with Time Sheet
 - Employee Hours vs. Payroll Hours
 - Hours Worked by Pay Code
 - Labor Analysis
 - Time Sheet
 - Time Sheet Approval History
 - Time Sheet Comments
 - Time Sheet Detail Audit, No Time Exists 2 Days Before PPEnd
 - Time Sheet Detail Query
 - Time Sheet with Signature
 - Time Source
 - Total Hours Variable
 - Unapproved Time Sheets
 - Unsubmitted Time Sheets

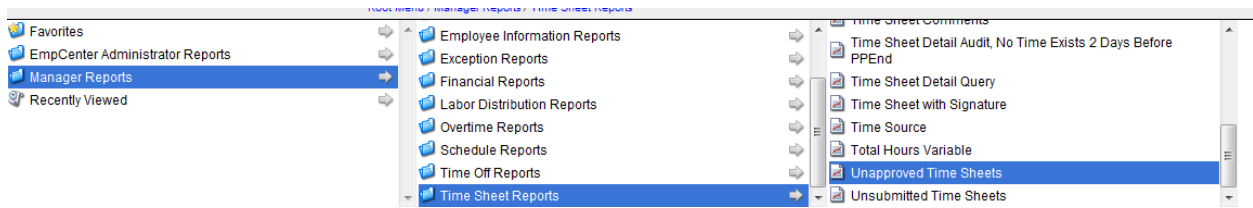
MYTIME REPORTS FOR SUPERVISORS

EXAMPLE OF RUNNING A GROUP REPORT

Click on *View Group Reports*



Click on *Manager Reports* → *Time Sheet Reports* → *Unapproved Time Sheets*



MYTIME REPORTS FOR SUPERVISORS

Enter the **Pay Period End Date** that you want.

Click on the **Assignment Group List**

(Enter the employee's last name or ID if you want to run on just one employee)

Choose the report format (**pdf** is usually the best).

Click **Submit**.

(NOTE: The various reports have different parameters, not all of them are the same).

Unapproved Time Sheets

Pay Period End Date
09/29/2012

Assignment Group List (Required)
Division University Relations
~~Division University Relations~~ On Site Employees

Employee ID
[Text Box]

Employee Last Name
[Text Box]

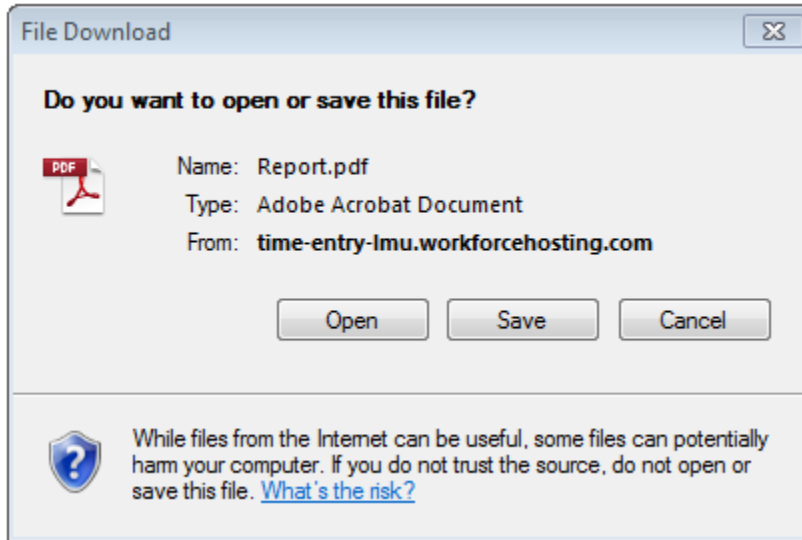
Generate Output As:
 Excel HTML PDF

Submit

You can choose either option in this box.
OR
you can run the report for just one employee by entering their last name or ID.

MYTIME REPORTS FOR SUPERVISORS

Your report will take just a few minutes to run. When it's ready you can open it to view it and save it in your files if you like, or you can just print it out.



(I clicked open for the example below)

Example of an Absence History Report for the code, "Pre-approved vacation"

Employee Absence History Report From 1/1/2012 To 5/31/2012

Loyt

Employee Name	Employee ID	Assignment	Date	Day of Week	Pay Code	Hours	Comments
XXXXXXXXXX	13006588	University Relations Services Director of UR Services - 13006588					
			02/20/2012	Monday	Vacation	8.00	
			04/02/2012	Monday	Vacation	8.00	
			04/03/2012	Tuesday	Vacation	8.00	
			05/25/2012	Friday	Vacation	8.00	

Pay Code	Hours
Vacation	32.00
Grand Total	32.00