

Timesheet – Information Tabs

The 9.2 punch and elapsed timesheets include a new summary area located at the bottom of the timesheet which is separated into multiple tabs, providing users with an organized way to access detailed timesheet information.

9.0 Screenshot	9.2 Screenshot																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Reported Time Summary</th> <th style="text-align: right;">Personalize Find </th> <th colspan="2" style="text-align: right;">1-4 of 4</th> </tr> <tr> <th style="text-align: left;">Category</th> <th style="text-align: right;">Total</th> <th style="text-align: right;">Week 1 (2/19-2/25)</th> <th colspan="2" style="text-align: right;">Week 2 (2/26-3/4)</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td style="text-align: right;">80.00</td> <td style="text-align: right;">40.00</td> <td colspan="2" style="text-align: right;">40.00</td> </tr> <tr> <td>Total Scheduled Hours</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Schedule Deviation</td> <td style="text-align: right;">80.00</td> <td style="text-align: right;">40.00</td> <td colspan="2" style="text-align: right;">40.00</td> </tr> <tr> <td>No category Displayed</td> <td style="text-align: right;">80.00</td> <td style="text-align: right;">40.00</td> <td colspan="2" style="text-align: right;">40.00</td> </tr> </tbody> </table> <p>Reported Time Status (elapsed timesheet only): Detail reported time information Summary: Summary of reported hours Leave/Compensatory Time: Compensatory time balance Absence: Detail absence takes on the timesheet and balances for all absence entitlements Exceptions: Detail time and labor exceptions on timesheet Payable Time: Detail payable time information, sorted by TRC and Status, or by TRC, Status & Day</p>	Reported Time Summary		Personalize Find	1-4 of 4		Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)		Total Reported Hours	80.00	40.00	40.00		Total Scheduled Hours					Schedule Deviation	80.00	40.00	40.00		No category Displayed	80.00	40.00	40.00	
Reported Time Summary		Personalize Find	1-4 of 4																												
Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)																												
Total Reported Hours	80.00	40.00	40.00																												
Total Scheduled Hours																															
Schedule Deviation	80.00	40.00	40.00																												
No category Displayed	80.00	40.00	40.00																												
Questions?																															
<p>Why does the Legal Holiday balance on the Leave/Compensatory Time tab show that I have a balance of zero '0'? <i>The employee can see their current Legal Holiday balance on the Absence tab, along with other leave balances. In 9.2, Legal Holiday is processed in Absence Management instead of Time and Labor. The Legal Holiday balance on the Leave/Compensatory Time tab represents the Legal Holiday balance in Time and Labor, which is zero. Legal Holiday takes will now appear on the timesheet.</i></p>																															
<p>How do I know if the employee has Payable Time to approve? <i>Clicking on the Payable Time tab will show scheduled/reported time that has been processed by Time Admin. Each line of payable time will have a payable status letting the supervisor know if the payable time needs to be approved. If there is no payable time showing for the employee or if updates made to the timesheet are not yet present, then wait for the next scheduled Time Admin job to run. Once the Time Admin job has finished, re-visit the Payable Time tab to review the Payable Time status.</i></p>																															
<p>How will I know if there are any Time and Labor exceptions for the employee's time? <i>If there are Time and Labor exceptions generated by the Time Admin job, there will be a small time clock appearing on the timesheet line next to the scheduled/reported time with the TL exception. The TL exception can be reviewed in more detail by clicking on the Exceptions tab. Some low severity TL exceptions can be resolved on this tab.</i></p>																															