Time/Absence MSS Dashboard – Reports/Processes

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Reports/Processes section provides access to analytical tools and quick links to a number of frequently used time and absence reports.

**Time and Labor Pivot Grids**

1. Select the hyperlink for the pivot grid you would like to review.
   - Payable Time by Status – provides a picture of approved time and unapproved time that may require action
   - Absence Type – Absence Mgmt – review employee leave take history
   - Time Categories Comparison – review of hours by category, such as, differentials, overtime, non-paid and regular

2. Enter the date range

3. Click Generate Report

4. Results will appear.
   - Change the chart type, by clicking one of the icons in the bottom left

5. To review a section in more detail
   a. Click on the section within the chart to view
      i. Select Detailed view - to see a popup window with detailed information for that section
      ii. Select Drilldown to and select one of the items on the list – to redraw the pivot grid

6. To return to the dashboard, close the browser tab

**Time and Absence Reports**

1. Expand the report list by clicking on the triangle

2. Select the report name to be taken to open a new browser tab for running the report.

3. To return to the dashboard, close the browser tab