Timesheet Data Report

Overview

The Timesheet Data Report allows agencies to view an individual employee's timesheet hours or multiple employees at once; with the ability to filter by different data fields (e.g., Org Code / Org Range, FLAIR Org Code / FLAIR Org Code Range). The Data Warehouse provides the data in this report, which is as of the previous day.

Access the Timesheet Data Report from the Reports tile in the Time and Attendance Reports Section of the People First system. The report returns both a PDF and Excel format when processed. The PDF format is presented in one tab and the Excel format is presented in a separate tab within the report.

Refer to the Running Reports in People First instructional guide for additional information on processing data warehouse reports.

Definitions

The report includes the following fields:

- Agency Code – Four-digit agency OLO code
- Agency Name
- Last Name – Employee's last name
- First Name – Employee's first name
- MI – Employee's middle initial
- Appt ID – Employee's appointment ID
- Creating User ID – Login ID of the employee that created the timesheet record
- Work Date – Timesheet work date
- Approval Date – Date the timesheet was approved
- Approval ID – Appt ID of the timesheet approver
- FMLA IND – If the employee made an FMLA / FSWP selection on the timesheet, one of the following codes will be displayed:
  - 1 – Birth or adoption of a child
  - 2 – Family member with a serious health condition
  - 3 – Employee with serious health condition
  - 10 – Military Caregiver
  - 11 – Qualifying Exigency
- Processing Status – The status of the timesheet. One of the following codes will be displayed:
  - 10 – In Process
  - 20 – Submitted
  - 30 – Approved
  - 40 – Approval Rejected
  - 50 – Changed After Approval
  - 60 – Cancelled

- Hours Type – Attendance type that was entered on the timesheet
- Hours Type Description – Description of the hours type, e.g., Leave - Annual, Leave - Sick
- Hours – Number of hours entered on the work day for the hours type
- Charge Object – Charge Object entered on the timesheet
- Project – Project entered on the timesheet
- Activity – Activity entered on the timesheet
- Sub Activity – Sub Activity entered on the timesheet
- Pos Num – Position number
- Org Code – 24-digit HR Org Code
- FLAIR Org Code – 11-digit FLAIR Org Code
- Pay Plan – Two-digit Pay Plan code
- Class Code – Four-digit class code
- Class Title

Filters

The report uses the following filters:

- Agency Code – Required filter.
- Org Code (From-To) – Optional filter. To process the report for one org code, enter the org code in the “From” and the same Org Code in the “To” org code fields. To process the report for a range of org codes, enter an org code in both the “from” and “to” org code fields. Click the Refresh Values button to see all available org code selections.
- FLAIR Org Code (From-To) – Optional filter. To process the report for one FLAIR org code, enter the org code in the “From” and the same FLAIR org code in the “To” FLAIR org code fields. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the “from” and “to” FLAIR org code fields. Click the Refresh Values button to see all available FLAIR org code selections.
- Appt ID – Optional filter. Enter one or more appointment ID.
- Hours Type – Optional filter. Click the Refresh Values to display the available hours type codes. Select one or more hours type.

- Begin Date – Required filter; enter the effective date of the period for which to run the report or select a date from the pop-up calendar. The date must be in MM/DD/CCYY format.

- End Date – Required filter; enter the end date of the period for which to run the report or select a date from the pop-up calendar. The date must be in MM/DD/CCYY format.

Sort Hierarchy

The report uses the following sort sequence:

- Appt ID
- Work Date
- Hours Type

Authorization

Users with a security role code of A, B, C, F, G, H, I, K, M, N, S, T, U, X, and Y will be able to process the report.

Process Steps

Step 1: Select Manager landing page > Reports > Time and Attendance Reports

Step 2: Select Timesheet Data Report

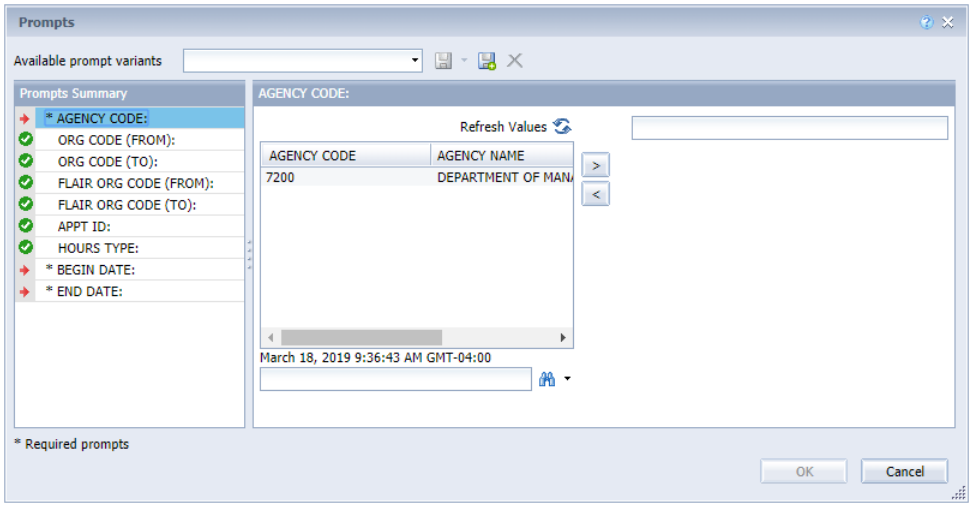
Step 3: Select/Enter the filter values

Step 4: Select OK to run the report – the OK button will not be enabled until all required prompts are completed.

To view the report, click the Export button and select the report you want to view (defaults with all reports selected). Select the file type (defaults to PDF) to match the type of report you selected to view and click OK. A pop-up box will appear in the lower left corner (Chrome) or bottom of the screen (IE). PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

Selection Criteria Sample:

Below is a sample of the Selection Criteria screen and available filters:



Report Sample For best results, print this report as landscape, legal size. Below is a sample of an Adobe Acrobat (PDF) report.

Due to the number of columns on the Timesheet Data Report, the report is presented below split into two images to display the entire report. The first image shows columns 1 – 14 of the report and the second image shows columns 15 – 25.

Report Columns 1 – 14:

RUN DATE: 03/15/2019
PAGE: 1

TIMESHEET DATA REPORT
DEPT OF MANAGEMENT SERVICES

AGENCY	AGENCY NAME	LAST NAME	FIRST NAME	MI	APPT ID	CREATING USER ID	WORK DATE	APPROVAL DATE	APPROVAL ID	FMLA IND	PROCESSING STATUS	HOURS TYPE	HOURS TYPE DESCRIPTION
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/08/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/11/2019	02/25/2019	700361		30	0051	LEAVE-ANNUAL
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/11/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/12/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/13/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/14/2019	02/25/2019	700361		30	0051	LEAVE-ANNUAL
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/14/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/15/2019	02/25/2019	700361		30	0051	LEAVE-ANNUAL
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/15/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/18/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/19/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/20/2019	02/25/2019	700361		30	0051	LEAVE-ANNUAL
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/20/2019	02/25/2019	700361		30	1000	WORK-REGULAR
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/21/2019	02/25/2019	700361		30	0051	LEAVE-ANNUAL
7200	DEPT OF MANAGEMENT SERVICES	HOLLIDAY	CHERI	A	140599	140599	02/21/2019	02/25/2019	700361		30	1000	WORK-REGULAR

TOTAL APPT ID : 1

Report Columns 15 – 25:

HOURS	CHARGE OBJECT	PROJECT	ACTIVITY	SUB ACTIVITY	POS NUM	ORG CODE	FLAIR ORG CODE	PAY PLAN	CLASS CODE	CLASS TITLE
8	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
2	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
6	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
8	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
8	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
7	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
1	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
6.5	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
1.5	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
8	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
8	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
0.5	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
7.5	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
0.5	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE
7.5	0000000000				002385	72750506001000000000000	72750506001	08	2136	INFORMATION TECHNOLOGY SECTION LEADER-SE