



TimeClock Plus – Department HR Reports



Report Categories

- Scheduler – only useful if using employee schedules
- Payroll – time and approved leave
- Project – time with bi-weekly project information
- Accruals – leave balances
- Miscellaneous – employee information, punch locations, and leave requests

Date Ranges

- Last Period (bi-weekly)
- This Period (bi-weekly)
- Last Month

Report Filters

- Employee Filter
 - Recommendation: uncheck “Employee Status”
 - Employee ID is Oracle employee number, but search by name is available under “Select” (choose “Deselect All” before searching, because all employees are selected by default)
 - Department, Location, and Manager are from the employee’s primary assignment only
 - Schedule Group is the payroll cycle; always check “Both” if using this filter option
 - Hire Date is “Original Hire Date” from HR system
 - Classification is the employees total, active FTE (rounded); can be viewed in Individual Hours by clicking on employee’s name
- Job Code Filter: helpful for specifying one or more leave codes; can include or exclude
- Project Filter: can include or exclude
 - Organization = department
 - Assignment
 - Employee Group
 - Project = project name as specified in HR system

Options and Settings

- Options apply to all reports run
 - Time, Date, Hour, and Name formats
 - Sorting options
 - Print options
- Settings are specific to the report being run
 - What to include: pay rates, approvals, user IDs, shift numbers, etc.
 - Default button resets these settings
 - Page Layout changes font, font size, and portrait/landscape of PDF

Download Options

- PDF
- HTML
- XML: opens in Excel

Group Hours: Many settings, filters, and download options similar to the Reports available

Specific Reports

- Payroll
 - Complete Payroll: Date/Time In, Date/Time Out, Job Code, Hours, Total by Week (no Project information); includes approved leave; includes unapproved segments (but shows exceptions)
 - Approaching Overtime: can set proximity to overtime in Settings
 - Estimated Wages: sums estimated wages for the date range (including overtime and shift differential)
 - Settings include splitting by Job Code
 - Individual Exception
 - Identifies time segments pending approval (NOT pending leave requests)
 - Exceptions Filter in Settings: overtime, missed punches, conflicting shifts, etc.
 - Payroll Detail: individual segments worked by employees, including totals, job code rates, and break lengths
 - Payroll Summary: the total regular and overtime hours worked for each employee
- Project
 - Individual Costing Detail: a breakdown of hours by individual segment, for referencing which cost codes have been used over time
 - Individual Project Summary: segments by both job code and cost code, to provide a breakdown of jobs and tasks.
 - Project Punch Detail: most complete payment report for bi-weekly employees; displays which cost codes were used during each clock operation across the report period; many subtotal options
 - Project Summary: provides a total amount of regular and overtime hours used in each cost code throughout the reporting period
 - Project Summary by Employee: breaks down how many hours were worked in each job code by each employee throughout the reporting period
 - Project Usage: summarizes all hours worked in each cost code by each employee throughout the reporting period
- Accruals
 - Accrual Usage: leave accrued and used totals for by employee and leave type
 - Under Settings, check the Forecast Accruals box to include approved leave requests in the remaining balances
 - Set the date range later to capture approved future leave requests
- Miscellaneous
 - Employee Information: can choose amongst almost all employee fields in TimeClock Plus, including leave accrual information
 - Punch Location: a complete list of clock operations throughout the reporting period as well as where they were made and what method
 - Requests: leave requests during the time period and their approval status
 - Important! Requests are not automatically deleted if the Hours segment created is deleted.

Saved Reports

- Click Create Saved Report to save a report with your chosen filters and options
- Don't click "Make report visible to all users"
- Custom saved reports denoted by *

Tools → Export → Employee Segments (only exports fields for employees with approved time/leave in time period)

HR System Reports (CSU - Select Statement Export)

- Time Clock Projects: all projects in department with accounting information and approvers
- TimeClock Plus Department HR Role: names of employees with the Department HR role by department

- TCP Timecards: bi-weekly entries from TimeClock Plus with pay rates
 - Argument 1: Pay period end date in format DD-MMM-YY (22-dec-17)
 - Argument 2: Employee HR or CSU ID number
 - Note: corrections can be made after the data reflected in this report