Time Sheet Output Query

The Time Sheet Output Query is a report in EmpCenter that may be used to review worker cost for a requested period of time. This report will provide the clock and work times for your assigned employees, for each assignment title, listed by each day of time reported. It returns each time slice and the total pay for that work, a total of hours and pay for that assignment, and a total of hours and pay for that employee as a whole.

This report also most accurately reports cost being charged to a Federal Work Study index. It provides the index associated with the time and pay being reported, it allows you to determine the time worked, and pay being charged this way as opposed to a department index. Work study is always charged to an index that starts with ED0. Other reports appear to have work study reporting included on them, but we have found they are not as accurate and actually report employees as Work Study funded when their pay is not being charged that way.
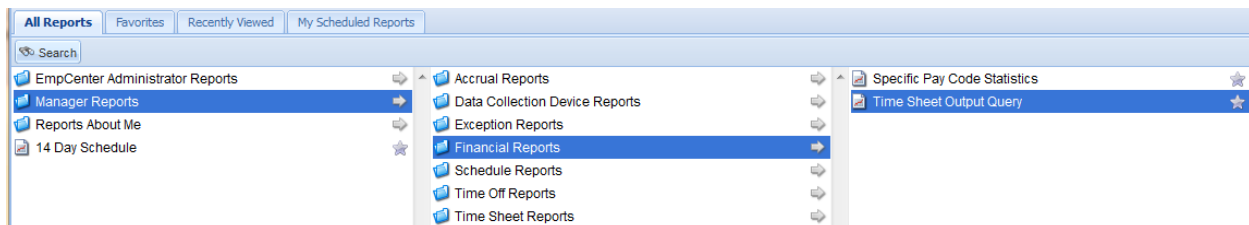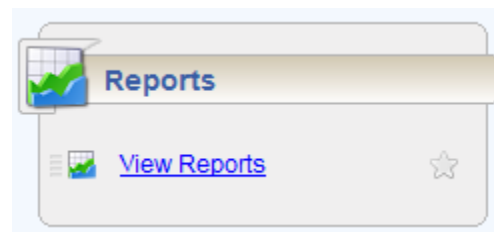
To run this report:

Log in to EmpCenter:
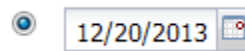On the Supervisor dashboard select "View Reports"

Select "Manager Reports"
Select "Financial Reports"
Select "Time Sheet Output Query"

Start date and End date: Enter a date or use the calendar icon

You can run the report for any timeframe you select and, depending on your cost reporting and tracking needs, may want to look at it daily, weekly, monthly, quarterly, or annually.

Assignment Group List: Choose your employee list

Keep in mind this will return results for all of your assigned staff. There may be a need to sort the results to eliminate employee types not being tracked for worker cost, or a need to track their total hours and pay separately from other employee types.

LD1 and LD2: Choose "All"

AABC Payroll: Revised May 15, 2014

<u>Pay Code:</u> Hold the Control key (Ctrl) and select from the list of codes

- Clock
- Overtime Earned
- Work In/Out

<u>Choose "Run Now"</u>

You can now schedule this report to be sent to your email address automatically with different frequency options. See the Report Guide in the Supervisor Training resource list on the MyTime training page (http://mytime.oregonstate.edu/empcenter-training/supervisor-training) or watch the short video we have provided on our website (Coming Soon) for directions regarding how to set a report to schedule.

<u>Select your Delivery format</u>
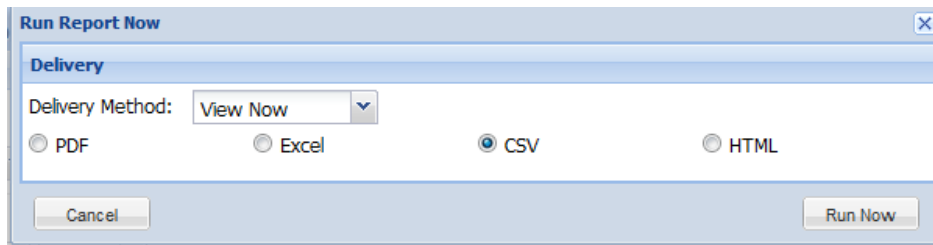
The macro we have provided (see Macro Installment Instructions and macro code documents) for this report is designed to function with the CSV formatted version.

<u>Choose "Run Now"</u>

The report will open in Excel or you should use this to open it if you are asked to make that selection.

- When the results return, there will be parameters which cause some initial columns of information you will not need and may want to remove this data.
    - The macro mentioned above does the work of removing this data as well as some other formatting to make the report more user-friendly.

<u>Note:</u>
This and other finance reports will not reflect any time reported that is not complete, thus time slices that are missing a corresponding in or out time, or appearing as inactive on the time sheet, will not be included in the report. EmpCenter sees these time slices as not paid so does not include them. You will need to compensate for this time and any other time that is not reported in EmpCenter (new employees, employees without a time sheet in EmpCenter, or Unit base/Student stipend pay) to report the most accurate worker cost.