



# My Time

## Quick Reference Guide > How to View My Reports *Hourly Production Employees*

### Document Purpose

This document is intended for use by K-C Hourly Production Employees. It explains how to view reports, how to set the report parameters and how to run the report in different file formats in the UltiPro Time and Attendance System (UTA). Additional QRGs are available for other user functions.

### To View My Reports, follow these steps:




1. From the main menu, click on **My Reports**.



2. This will take you to the My Reports page (shown below).

My Reports

#### My Reports

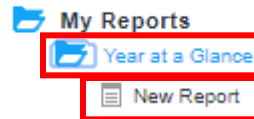
-  Year at a Glance
-  Daily Time and Attendance Report
-  Detailed Time Code by Employee Report

- **Year at a Glance** will allow you to create a report for Absences, Overtime and Schedule. Each report will display data for the selected year.
- **Daily Time and Attendance Report** will display work details for a single work date.
- **Detailed Time Code by Employee Report** will display your work detail records for time code occurrences between start and end dates.

## To Set Report Parameters for Year at a Glance, follow these steps:

1. Click on the **Year at a Glance** folder

[My Reports](#) > [Year at a Glance](#)



2. Click on **New Report**

- The Year at a Glance Report page displays (shown below).

### [Year at a Glance Report](#)

Report Type	Year	Employee	Team	Include Sub Teams	Order By
<input type="text" value="Absences"/>	<input type="text" value="2020"/>	<input type="text" value="TRAIN1"/>	<input type="text" value="ALL"/>	<input type="checkbox"/>	<input type="text" value="User"/>

This report gives a Year-at-a-Glance view for the given user(s) or team(s)

### [Save Parameters](#)

Save  Delete  Personal Report



Name \*

Description \*

- In the **Report Type** field, use the **drop-down** menu to specify the report type (Absences, Overtime or Schedule).
- In the **Year** field, use the **drop-down** menu to specify which year you want.
- In the **Employee** field, select the **checkbox** next to your Employee ID, click **Submit**.
- In the **Team** field, the **database lookup** the default selection is ALL.
- **Include Sub Teams** checkbox - You can leave this unchecked.
- **Order By** field - this field can be left blank.

3. In the **Save Parameters** section, you can save the report for future reference. Select the **Save checkbox** and enter a **Name** and **Description** in the available fields. Then click **Go**.

#### Year at a Glance Report

Report Type	Year	Employee		Team		Include Sub Teams	Order By
Absences ▾	2020 ▾	TRAIN1 	ALL	ALL 	ALL	<input type="checkbox"/>	▾

This report gives a Year-at-a-Glance view for the given user(s) or team(s)

#### Save Parameters

Save  Delete  Personal Report

Name \*

Description \*

**Note:** Once you select the Save checkbox, the system will also select the Personal Report checkbox automatically.

4. Review the results. (Shown below)

- In the **Detail View** section, you can change the view by **Day**, **Month** or **Year**, by selecting the appropriate button on the left-hand side.

Year at a Glance Report

Report Type	Year	Employee	Team	Order By	Include Sub Teams
Absences	2020	TRAIN1	ALL	ALL	<input type="checkbox"/>

January	February	March	April	May	June
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

July	August	September	October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26



Detail View

- Day
- Month
- Year

Work Date	Employee	Time Code	Description	Value
09/23/2020	Training, Bart - TRAIN1	JURY DUTY/TESTIMONY LEAVE	8602	12.00 hrs
09/25/2020	Training, Bart - TRAIN1	BEREAVEMENT LEAVE	8510	12.00 hrs

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If you navigate back to My Reports, you will see your saved report in the Year at a Glance folder

My Reports > Year at a Glance

- My Reports
  - Year at a Glance
  - New Report
  - Absences

## To Set Report Parameters for Detailed Time Code By Employee Report, follow these steps:

1. From the main menu, click on **My Reports**.



2. Click on **Detailed Time Code by Employee Report**
  - The Selection Parameters page displays. (Shown Below)

[My Reports](#) > Year at a Glance



[My Reports](#) > Detailed Time Code by Employee Report

Detailed Time Code by Employee Report

[Selection Parameters](#)

Employee ID	<input type="text"/>	<input type="button" value="ALL"/>
Team	<input type="text"/>	<input type="button" value="ALL"/>
Include Sub Teams	<input type="checkbox"/>	
Pay Group	<input type="text"/>	<input type="button" value="ALL"/>
Calculation Group	<input type="text"/>	<input type="button" value="ALL"/>
* Date Selection	<input type="text" value="Manual Date"/>	
Start Date	<input type="text" value="09/20/2020"/>	
End Date	<input type="text" value="09/26/2020"/>	
Authorization	<input type="text" value="All Records"/>	
* Show Parameters	<input type="text" value="Yes"/>	
* Order By	<input type="text" value="Employee ID"/>	
* Direction	<input type="text" value="Ascending"/>	

3. In the **Selection Parameters**, Specify the parameters
  - In the **Employee ID** field, select the **checkbox** next to your Employee ID, click **Submit**
  - In the **Team** field - This field can be left blank.
  - **Include Sub Teams** checkbox - this can be left **unchecked**.
  - In the **Pay Group** field - This field can be left blank.
  - In the **Calculation Group** field -This field can be left blank.
  - In the **Date Selection** field, use the **drop-down** menu to select the date selection criteria. Available options include: Manual Date, Today, This Week, Yesterday and Previous Week. If you want to run the report for a specific date range, select the **Manual Date** option.
  - In the **Start Date** field, use the **calendar lookup** to select the start date.
  - In the **End Date** field, use the **calendar lookup** to select the end date.
  - In the **Authorization field**, use the **drop-down** menu to select the authorization criteria. Available options include: **All Records** (Authorized and Unauthorized time entry records), **Authorized Only** (Approved time entry records) and **Unauthorized Only** (Unapproved time entry records).
  - In the **Show Parameters** field, select **Yes** to the selected parameters in the report.
  - In the **Order By** field, select **Employee ID**.
  - In the **Direction field**, select **Ascending**.
  - Click **Go**.

Selection Parameters

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Employee ID	<input type="text" value="TRAIN1"/>	<input type="button" value="ALL"/>
Team	<input type="text"/>	<input type="button" value="ALL"/>
Include Sub Teams	<input type="checkbox"/>	
Pay Group	<input type="text"/>	<input type="button" value="ALL"/>
Calculation Group	<input type="text"/>	<input type="button" value="ALL"/>
* Date Selection	<input type="text" value="Manual Date"/>	
Start Date	<input type="text" value="09/20/2020"/>	
End Date	<input type="text" value="09/26/2020"/>	
Authorization	<input type="text" value="All Records"/>	
* Show Parameters	<input type="text" value="Yes"/>	
* Order By	<input type="text" value="Employee ID"/>	
* Direction	<input type="text" value="Ascending"/>	

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Mandatory fields for the report are denoted with an asterisk \*

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4. Review the results. (Shown below)

Detailed Time Code by Employee Report

Employee ID: TRAIN1    ALL    Pay Group: ALL    ALL    Date Selection: 09/20/2020 - 09/26/2020  
 Team: ALL    ALL    Calculation Group: ALL    ALL    Authorization: All Records  
 Include Sub Teams: No    Order By: Employee ID    Direction: Ascending

Employee	Full Name	Work Date	Time Code	OT1.5	REG	Total Hours
TRAIN1	Training Bart	09/21/2020	WRK	-	-	12.00
		09/22/2020	WRK	-	-	12.00
		09/23/2020	JURY DUTY/TESTIMONY LEAVE	-	-	12.00
		09/24/2020	CALL TIME	1.00	-	1.00
			HRS PD NOT WRK - CALL	-	-	2.50
		09/25/2020	BEREAVEMENT LEAVE	-	-	12.00
<b>Training, Bart Total:</b>				<b>1.00</b>	<b>1.00</b>	<b>50.50</b>
<b>Report Total:</b>				<b>1.00</b>	<b>1.00</b>	<b>50.50</b>

**To Run the Detailed Time Code by Employee Report in a Different File Format, follow these steps:**

- From the screen above, you can choose to run the report in a different format. The available options include: **HTML** (default shown above), **PDF** and **Excel**. You can change the file format by selecting the appropriate icon located at the **top right-hand side** of the report.
  - If you click on the Parameters icon, it will take you back to the parameter selection page.



Parameters



HTML



PDF



Excel

## To Set Report Parameters for Daily Time and Attendance Report, follow these steps:

1. From the main menu, click on **My Reports**.



2. Click on **Daily Time and Attendance Report**

- The Selection Parameters page displays. (Shown Below)

[My Reports](#) > Year at a Glance



[My Reports](#) > Daily Time and Attendance Report

### Daily Time and Attendance Report

#### Selection Parameters

Employee ID	<input type="text" value="TRAIN1"/>	<input type="button" value="ALL"/>
Team	<input type="text"/>	<input type="button" value="ALL"/>
Include Sub Teams	<input type="checkbox"/>	
Pay Group	<input type="text"/>	<input type="button" value="ALL"/>
Calculation Group	<input type="text"/>	<input type="button" value="ALL"/>
* Date Selection	<input type="text" value="Manual Date"/>	
* Work Date	<input type="text" value="09/21/2020"/>	
Authorization	<input type="text" value="All Records"/>	
* Group By	<input type="text" value="Team"/>	
* Order By	<input type="text" value="Last Name"/>	
* Direction	<input type="text" value="Ascending"/>	
* Show Parameters	<input type="text" value="Yes"/>	



6. In the **Selection Parameters**, Specify the parameters

- In the **Employee ID** field, select the **checkbox** next to your Employee ID, click **Submit**
- In the **Team** field - This field can be left blank.
- **Include Sub Teams** checkbox - this can be left **unchecked**.
- In the **Pay Group** field - This field can be left blank.
- In the **Calculation Group** field -This field can be left blank.
- In the **Date Selection** field, use the **drop-down** menu to select the date selection criteria. Available options include: Manual Date, Today and Yesterday. If you want to run the report for a specific date, select the **Manual Date** option.
- In the **Work Date** field, If you selected the **Manual Date** option, use the **calendar lookup** to select a specific day. If you selected **Today** or **Yesterday**, this field will be **automatically populated** by the system.
- In the **Authorization** field, use the **drop-down** menu to select the authorization criteria. Available options include: **All Records** (Authorized and Unauthorized time entry records), **Authorized Only** (Approved time entry records) and **Unauthorized Only** (Unapproved time entry records).
- In the **Group By** field, select **Team**.
- In the **Order By** field, select **Last Name**.
- In the **Direction** field, select **Ascending**.
- In the **Show Parameters** field, select **Yes** to the selected parameters in the report.
- Click **Go**.

[My Reports](#) > Daily Time and Attendance Report

Daily Time and Attendance Report

[Selection Parameters](#)

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Employee ID   ALL

Team  ALL

Include Sub Teams

Pay Group  ALL

Calculation Group  ALL

\* Date Selection

\* Work Date

Authorization

\* Group By

\* Order By

\* Direction

\* Show Parameters

Mandatory fields for the report are denoted with an asterisk \*

7. Review the results. (Shown below)

### Daily Time and Attendance Report



Employee: TRAIN1  
 Team: ALL  
 Include Sub Teams: No  
 Pay Group: ALL

Calculation Group: ALL  
 Work Date: 09/21/2020  
 Authorization:

Team Name	Full Name	Is Day Authorized	Shift Time	Start/End Time	Time Code	Hour Type	Total Hours
9999 - MY TEAM	Training, Bart	.	06:30 - 18:30	06:30 - 18:30	WRK	REG	12.00
Training, Bart Total:							12.00
9999 - MY TEAM Total:							12.00
Report Total:							12.00

### To Run the Daily Time and Attendance Report in a Different File Format, follow these steps:

- From the screen above, you can choose to run the report in a different format. The available options include: **HTML** (default shown above), **PDF** and **Excel**. You can change the file format by selecting the appropriate icon located at the **top right-hand side** of the report.
  - If you click on the Parameters icon, it will take you back to the parameter selection page.



Parameters



HTML



PDF



Excel