Kimberly-Clark

# My Time

## Quick Reference Guide > How to View My Reports

***Hourly Production Employees***

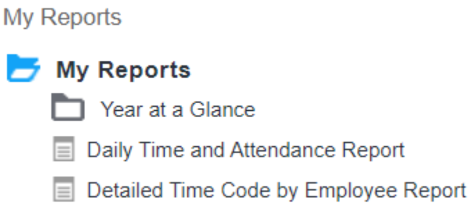
### Document Purpose

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).




- **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.

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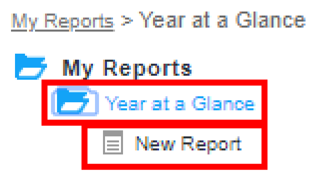
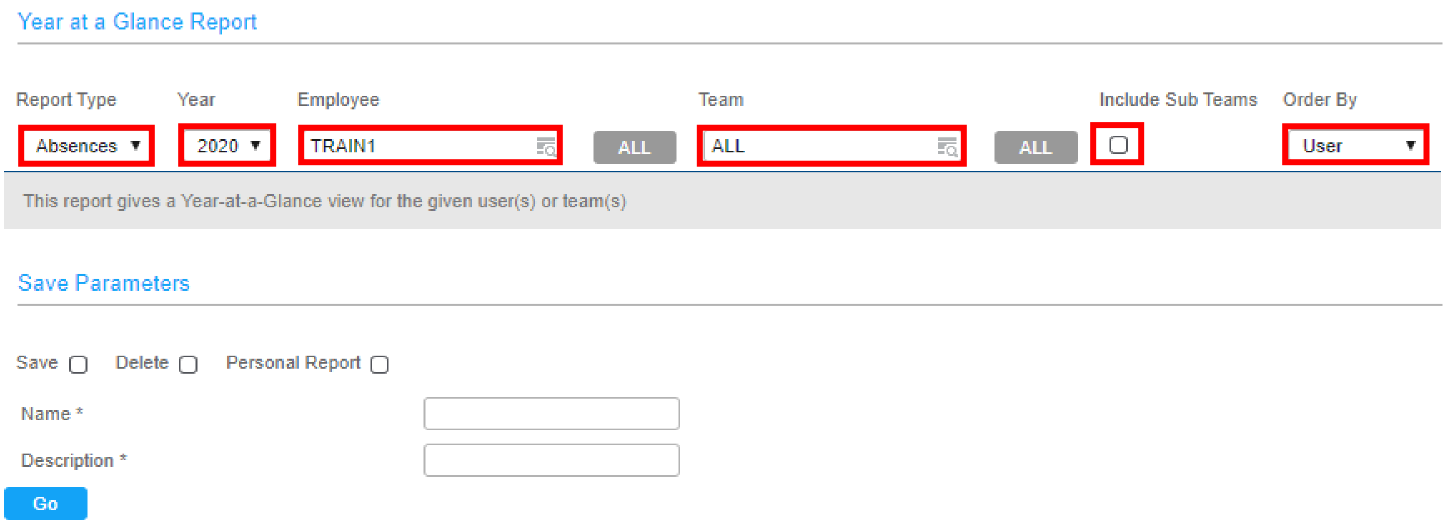
## To Set Report Parameters for Year at a Glance, follow these steps:

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

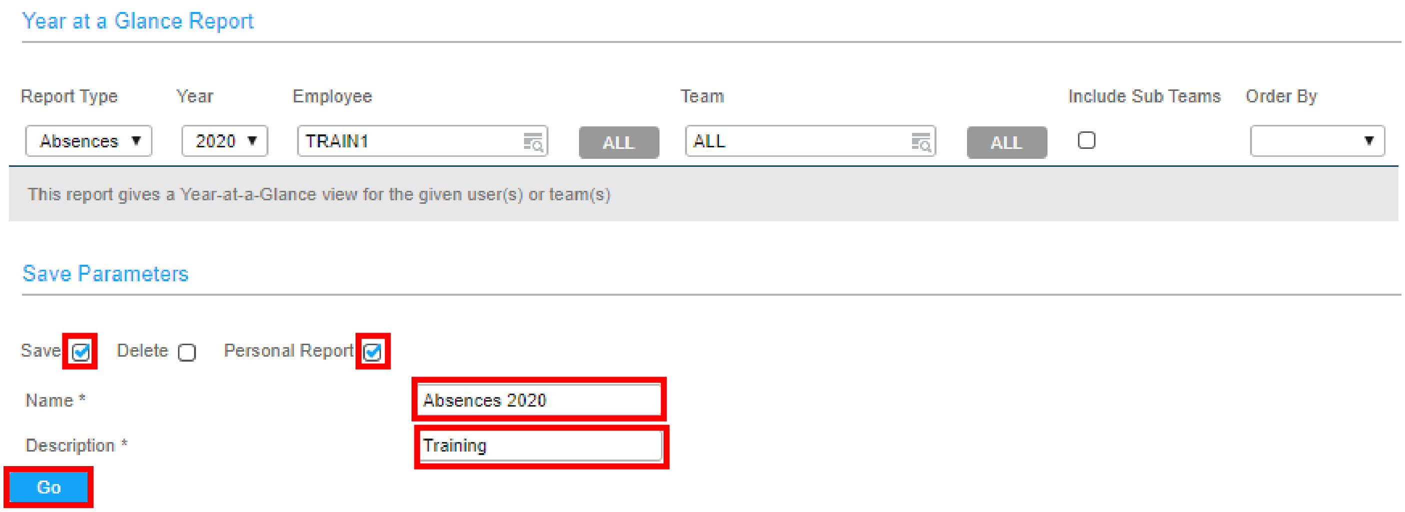



2. Click on **New Report**
   - The Year at a Glance Report page displays (shown below).



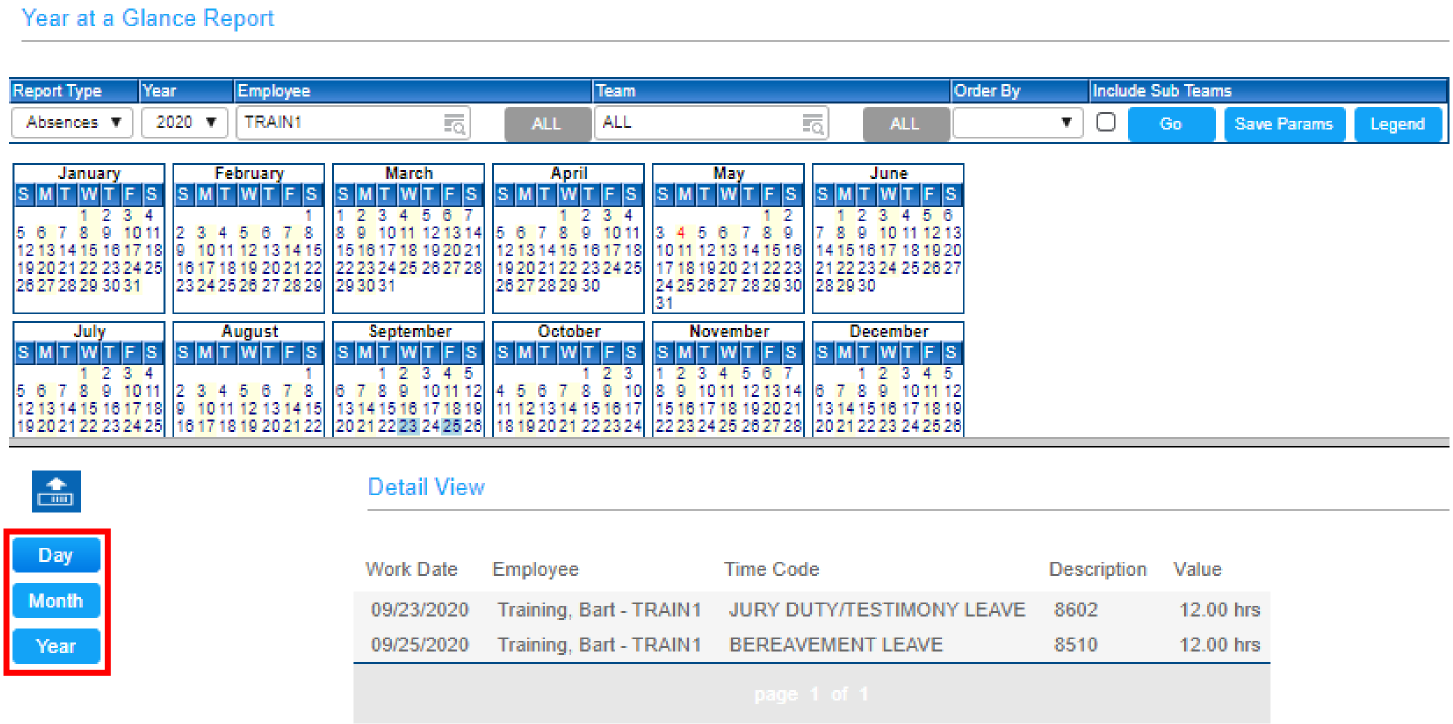

- In the **Report Type** field, use the **drop-down** menu to specify the report type (Absences, Overtime or Schedule).
- In the **Year** field, use the **drop-down** menu to specify which year you want.
- In the **Employee** field, select the **checkbox** next to your Employee ID, click **Submit.**
- 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**.

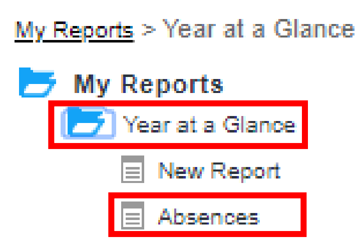



**Note:** Once you select the Save checkbox, the system will also select the Personal Report checkbox automatically.

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.



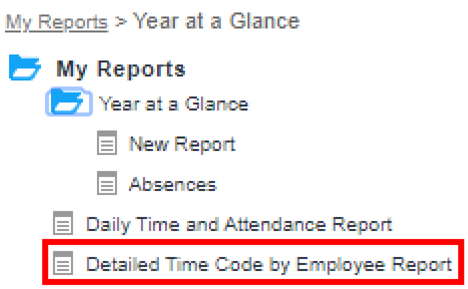

If you navigate back to My Reports, you will see your saved report in the Year at a Glance folder

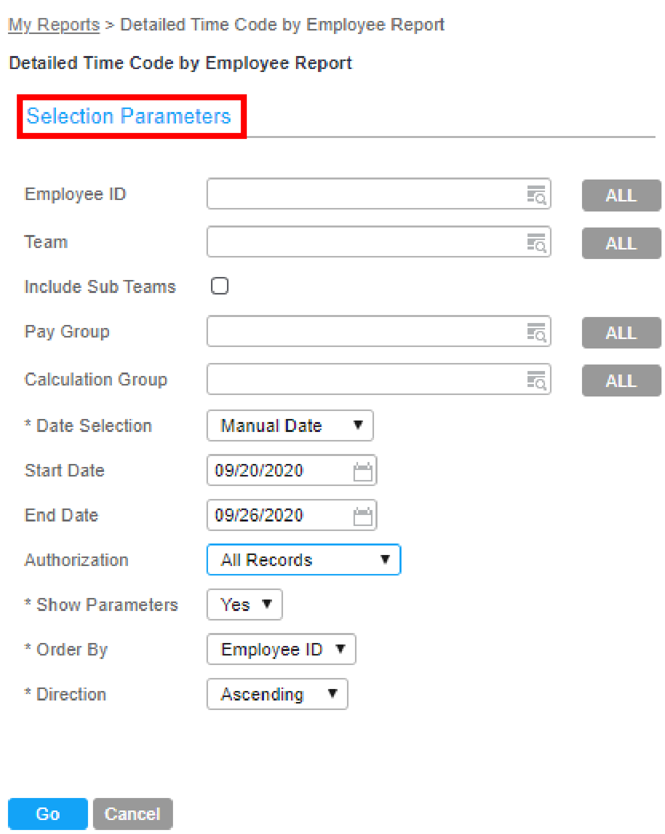


## To Set Report Parameters for Detailed Time Code By Employee Report, follow these steps:

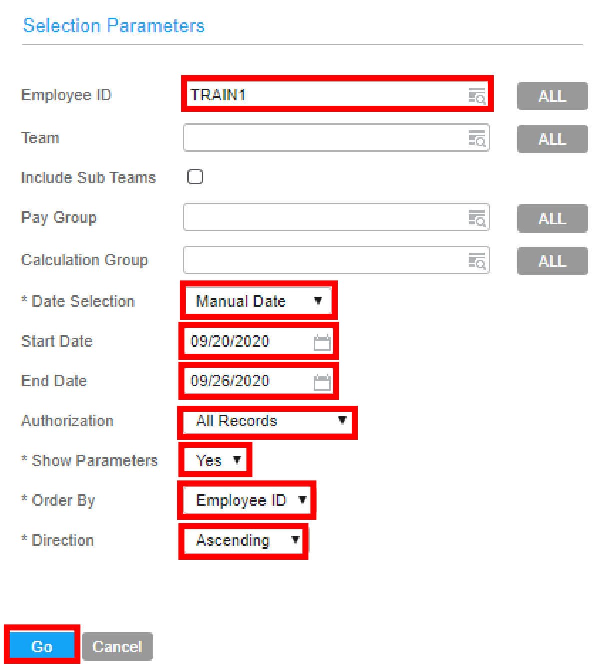
1. From the main menu, click on **My Reports**.


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



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**.




Mandatory fields for the report are denoted with an asterisk *

4. Review the results. (Shown below)

Detailed Time Code by Employee Report

| | | | | | |
|---|---|---|---|---|---|
| Employee ID: | TRAIN1 | Pay Group: | ALL | Date Selection: | 09/20/2020 - 09/26/2020 |
| Team: | ALL | Calculation Group: | 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 | 12.00 |
| | | 09/22/2020 | WRK | . | 12.00 | 12.00 |
| | | 09/23/2020 | JURY DUTY/TESTIMONY LEAVE | . | 12.00 | 12.00 |
| | | 09/24/2020 | CALL TIME | 1.00 | . | 1.00 |
| | | | HRS PD NOT WRK - CALL | . | 2.50 | 2.50 |
| | | 09/25/2020 | BEREAVEMENT LEAVE | . | 12.00 | 12.00 |
| | | Training, Bart Total: | | 1.00 | 50.50 | 51.50 |
| Report Total: | | | | 1.00 | 50.50 | 51.50 |

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

1. 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.

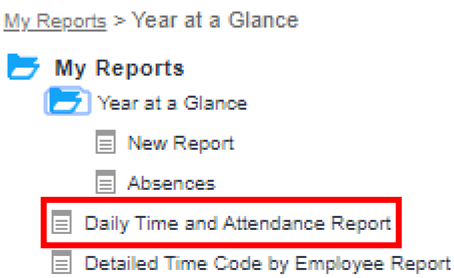
   - If you click on the Parameters icon, it will take you back to the parameter selection page.

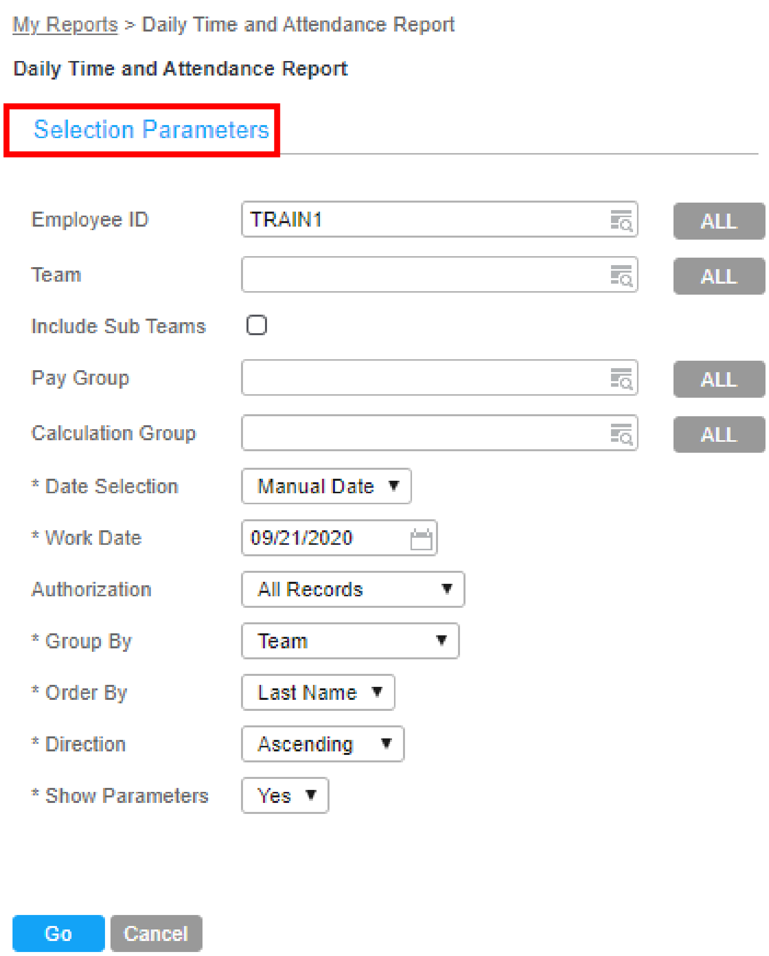
Parameters HTML PDF Excel

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

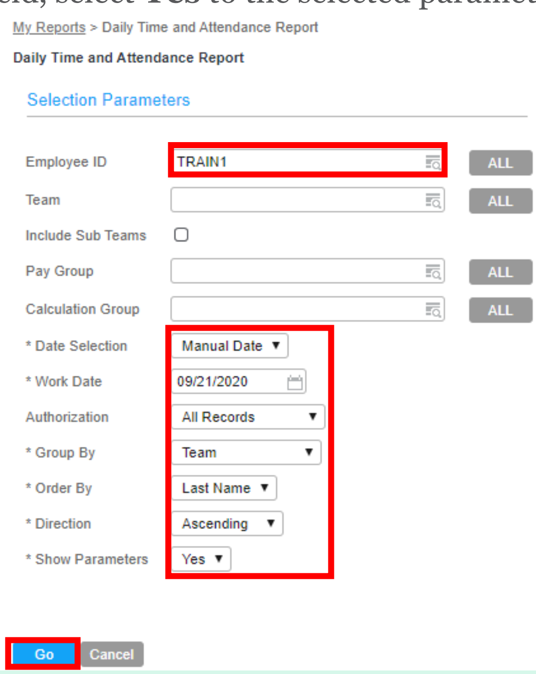
1. From the main menu, click on **My Reports**.


2. Click on **Daily Time and Attendance Report**
   - The Selection Parameters page displays. (Shown Below)



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**.




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:

2. 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