Kimberly-Clark

My Time

Quick Reference Guide > How to View My Reports

Time Approvers

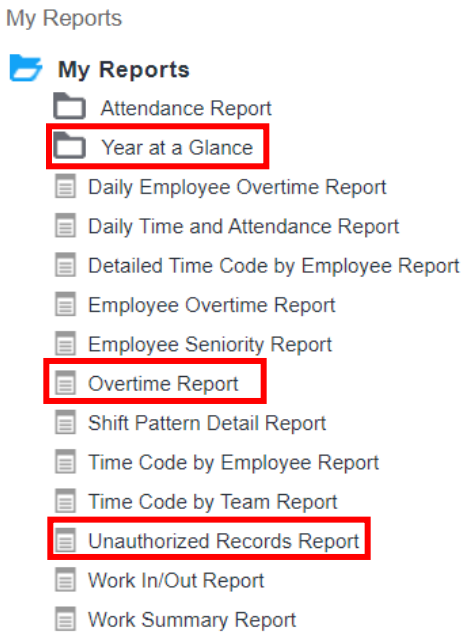
Document Purpose

This document is intended for use by K-C Time Approvers. It explains how to view my reports, how to set the report parameters and how to run the report in different file formats in the Ultimate 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).



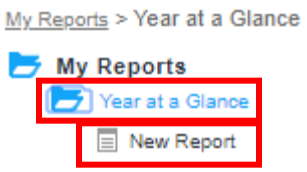
If you click on one of the reports in the list shown to the left, the Selection Parameters page will display and provide a Report Description.

Frequently used reports include Year at a Glance – Absences, Overtime Report and Unauthorized Records Report. Examples shown on the next few pages.

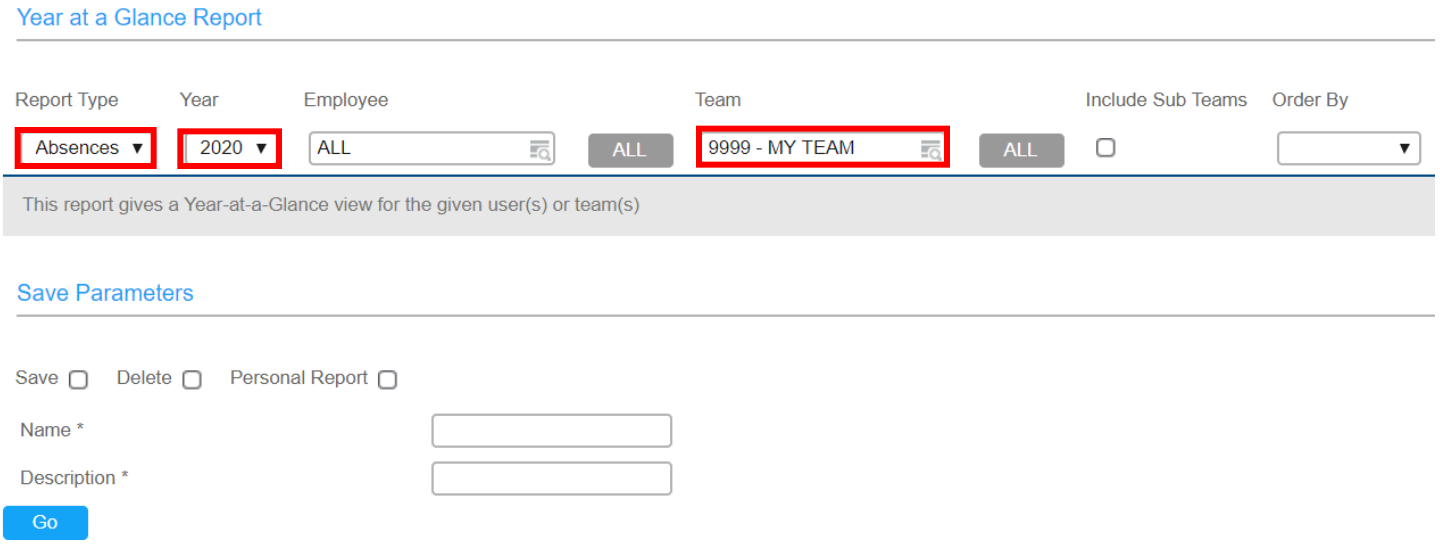
- **Year at a Glance - Absences** will display absences for the year.
- **Overtime Report** will display the number of overtime hours worked for a specific date range.
- **Unauthorized Records Report** will display unauthorized employee work detail records.

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

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



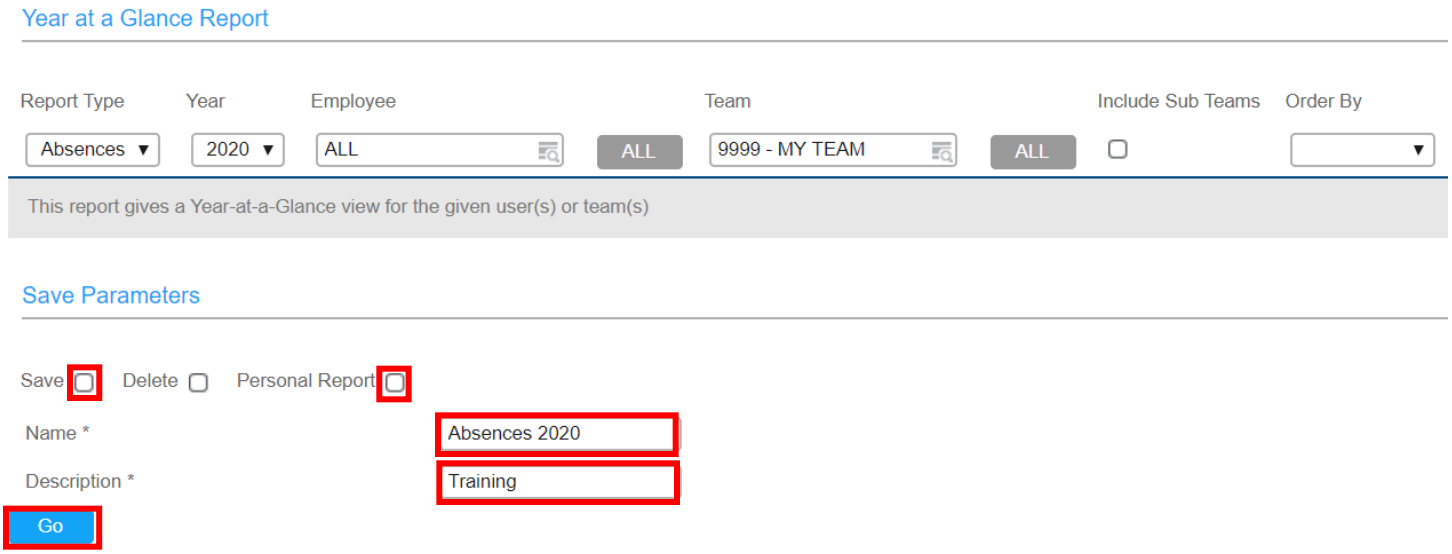
2. Click on **New Report**
   - The Year at a Glance Report page displays (shown below).



- In the **Report Type** field, use the **drop-down** menu to select **Absences**.
- In the **Year** field, use the **drop-down** menu to specify which year you want.
- In the **Employee** field, use the **lookup** to select employees by clicking the **checkbox** next to the Employee ID and clicking **Submit.** The default selection is ALL**.**
- In the **Team** field, use the **lookup** to select a **team** by clicking the **checkbox** next to the team name and clicking **Submit.** The default selection is ALL.
- **Include Sub Teams** checkbox – select the **checkbox** to include sub teams (teams that fall underneath the team hierarchy).

- **Order By** field, use the drop-down menu to order the report results by user, First Name or Last Name. If no specific order is required, this field can be left blank.

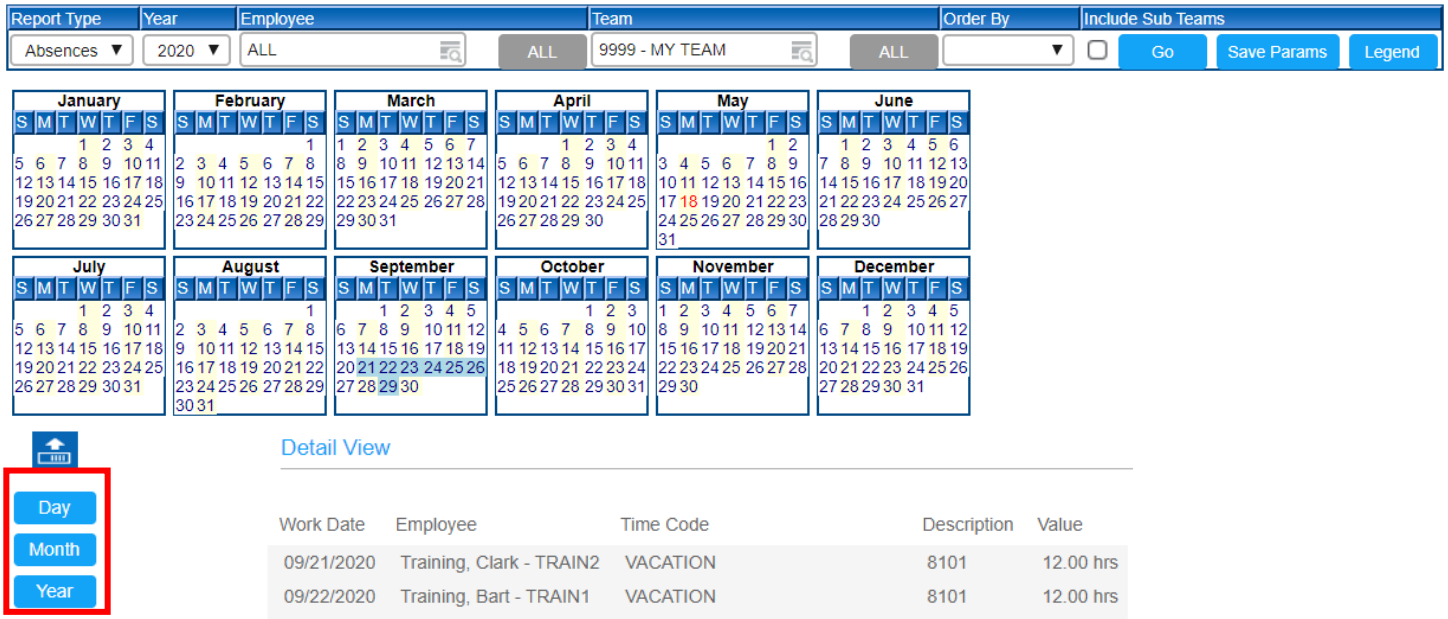
3. In the **Save Parameters** section, you can save the report for future reference. Select the **Save checkbox** and enter a **Name** and **Description** in the available fields. Then click **Go**.



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.

Year at a Glance Report



Detail View

Work Date	Employee	Time Code	Description	Value
09/21/2020	Training, Clark - TRAIN2	VACATION	8101	12.00 hrs
09/22/2020	Training, Bart - TRAIN1	VACATION	8101	12.00 hrs
09/22/2020	Training, Kim - TRAIN3	VACATION	8101	8.00 hrs
09/23/2020	Training, Kim - TRAIN3	VACATION	8101	8.00 hrs
09/24/2020	Training, Kim - TRAIN3	JURY DUTY/TESTIMONY LEAVE	8602	8.00 hrs
09/25/2020	Training, Bart - TRAIN1	JURY DUTY/TESTIMONY LEAVE	8602	12.00 hrs
09/26/2020	Training, Bart - TRAIN1	VACATION	8101	12.00 hrs
09/29/2020	Training, Kim - TRAIN3	VACATION	8101	8.00 hrs

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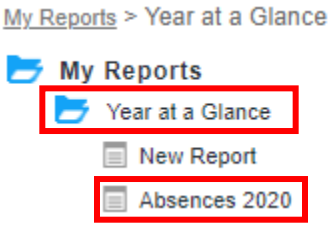
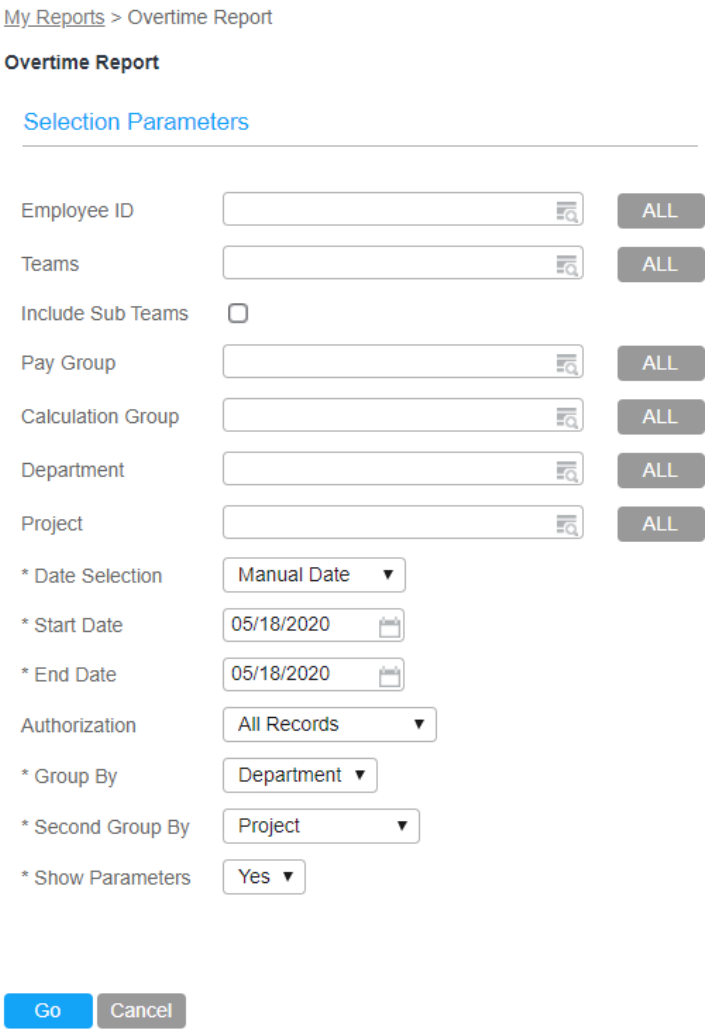
If you navigate back to My Reports, you will see your saved report in the Year at a Glance folder



To Set Report Parameters for the Overtime Report, follow these steps:

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

2. Click on **Overtime Report**
   - The Selection Parameters page displays. (Shown Below)



1. In the **Selection Parameters**, Specify the parameters
   - In the **Employee** field, use the **lookup** to select employees by clicking the **checkbox** next to the Employee ID and clicking **Submit.** The default selection is ALL
   - In the **Team** field, use the **lookup** to select a **team** by clicking the **checkbox** next to the team name and clicking **Submit.** The default selection is ALL.
   - **Include Sub Teams** checkbox – select the **checkbox** to include sub teams (teams that fall underneath the team hierarchy).
   - The following fields can be left blank **Pay Group**, **Calculation Group**, **Department** and **Project** as they are **not mandatory** fields to run the report. Skip the above fields and move to the **Date Selection** field.
   - 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 **Start Date** and **End Date** fields, use the calendar **lookups** to specify a date range.
   - 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). The default selection is ALL.
   - In the **Group By** field, use the **drop-down** menu to **group** results by one of the following **Department**, **Project**, or **Team**. The default selection is Department.
   - In the **Second Group By** field, use the **drop-down** menu to **group** results by one of the following **Project**, **Department**, **Team**, **Employee ID**, **Employee Name**, or **Work Date**. The default selection is Project.
   - In the **Show Parameters** field, select **Yes** to the selected parameters in the report.
   - Click **Go**.

Example provided on the next page

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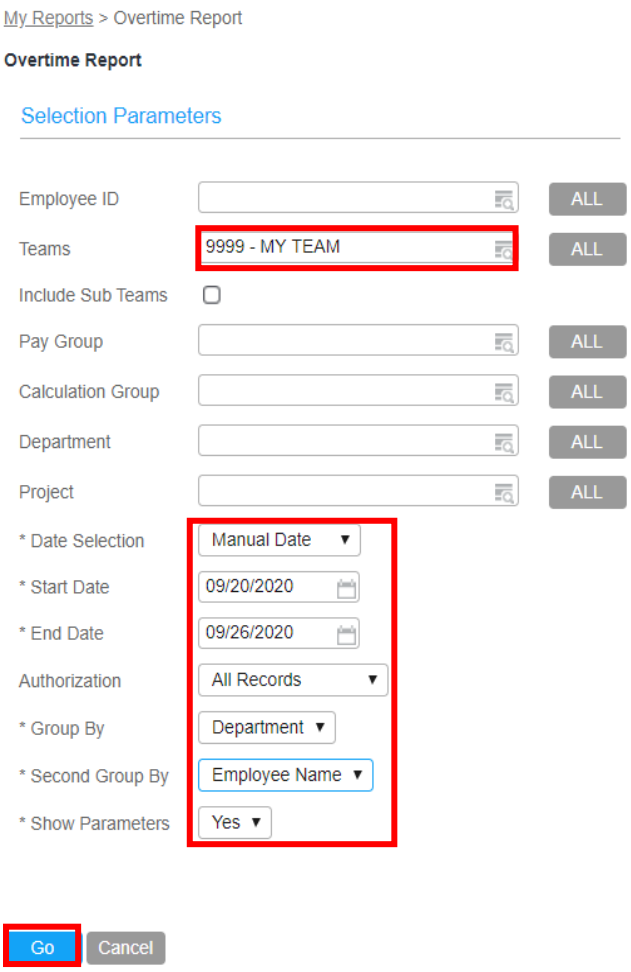
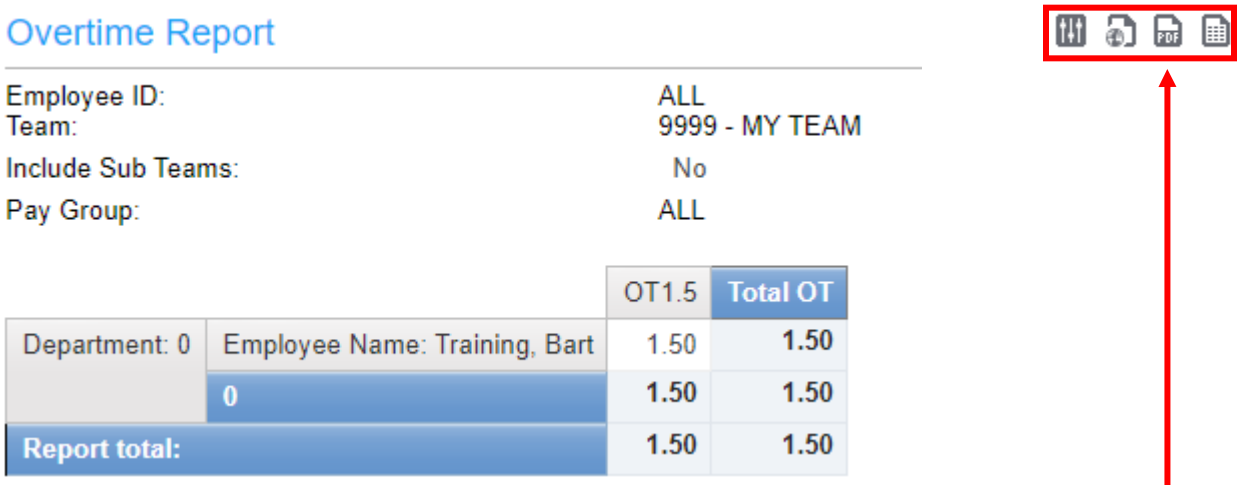
Mandatory fields for the report are denoted with an asterisk *



2. Review the results. (Shown below)



Overtime Report

Employee ID:	ALL
Team:	9999 - MY TEAM
Include Sub Teams:	No
Pay Group:	ALL

		OT1.5	Total OT
Department: 0	Employee Name: Training, Bart	1.50	1.50
	0	1.50	1.50
Report total:		1.50	1.50

To Run the Overtime 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

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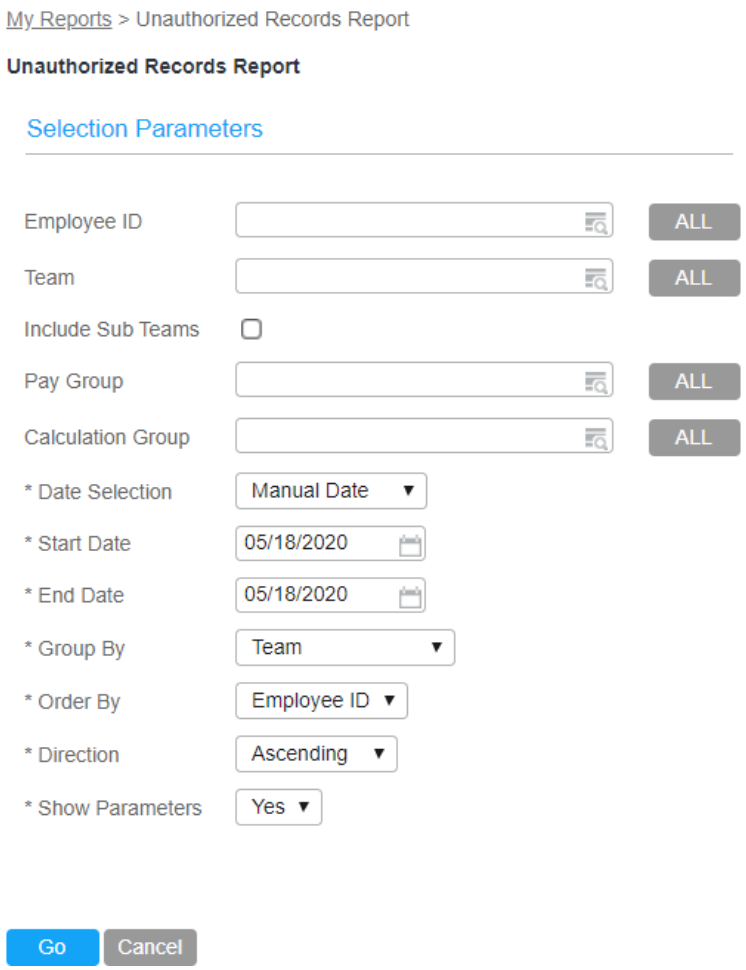
To Set Report Parameters for the Unauthorized Records Report, follow these steps:

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

2. Click on **Unauthorized Records Report.**
   - The Selection Parameters page displays. (Shown Below)



3. In the **Selection Parameters**, Specify the parameters
   - In the **Employee** field, use the **lookup** to select employees by clicking the **checkbox** next to the Employee ID and clicking **Submit.** The default selection is ALL
   - In the **Team** field, use the **lookup** to select a **team** by clicking the **checkbox** next to the team name and clicking **Submit.** The default selection is ALL.
   - **Include Sub Teams** checkbox – select the **checkbox** to include sub teams (teams that fall underneath the team hierarchy).
   - The following fields can be left blank **Pay Group** and **Calculation Group**, as they are **not mandatory** fields to run the report. Skip the above fields and move to the **Date Selection** field.
   - 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 **Start Date** and **End Date** fields, use the calendar **lookups** to specify a date range.
   - In the **Group By** field, use the **drop-down** menu to **group** results by one of the following **Team, Pay Group, Calculation Group,** or **Employee**. The default selection is Team.
   - In the **Order By** field, use the **drop-down** menu to **order** results by one of the following **Employee ID**, **Last Name**, or **First Name**. The default selection is Employee ID.
   - In the **Direction** field, use the **drop-down** menu to display results in one of the following **Ascending**, or **Descending**. The default selection is Ascending.
   - In the **Show Parameters** field, select **Yes** to the selected parameters in the report.
   - Click **Go**.

Example provided on the next page

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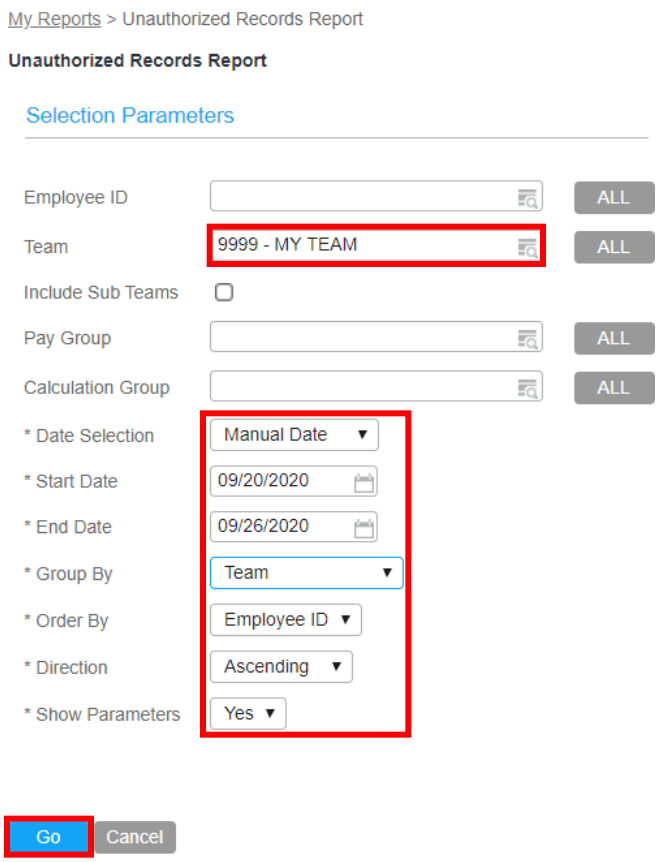
Mandatory fields for the report are denoted with an asterisk *



4. Review the results. (Shown below)

Unauthorized Records Report

Employee ID:	ALL	Pay Group:	ALL
Team:	9999 - MY TEAM	Calculation Group:	ALL
Include Sub Teams:	No	Date Selection:	09/20/2020 - 09/26/2020

Team Name	Work Date	Employee ID	Full Name	Pay Group Name	Shift Name	Time Code	Hour Type	Hours
9999 - MY TEAM	09/24/2020	TRAIN1	Training, Bart	CA BI-WEEKLY 1 C1	OFF	HRS PD NOT WRK - CALL	REG	1.75
	09/24/2020	TRAIN1	Training, Bart	CA BI-WEEKLY 1 C1	OFF	CALL TIME	OT1.5	1.50
	09/22/2020	TRAIN2	Training, Clark	CA BI-WEEKLY 1 C1	HUN-12CNVA6 06:30-18:30 NM	LATE	UNPAID	0.15
	09/22/2020	TRAIN2	Training, Clark	CA BI-WEEKLY 1 C1	HUN-12CNVA6 06:30-18:30 NM	WRK	REG	11.85
9999 - MY TEAM Total:		4						
Report Total:		**4**						

To Run the Unauthorized Records 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