



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.

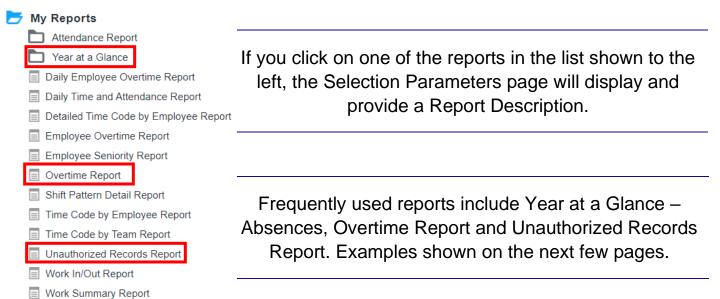
To View My Reports, follow these steps:

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

Home	Messages(0)	My TS	Daily TS	Supervisor Approval	Time Off	Time Off Approval	Change User Role	My Reports
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2. This will take you to the My Reports page (shown below).

My Reports



- 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

Year at a Glance Report

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

Report Type	Year	Employee			Team			Include Sub Teams	Order By
Absences v	2020 🔻	ALL	EQ.	ALL	9999 - MY TEAM	0	ALL	Ο	•
This report gives	s a Year-at-a-Gl	ance view for the give	en user(s) or t	eam(s)					
Save Parame	ters								
Save 📋 Delet	ie 🗋 Person	al Report 📋							
Name *									
Description *									
Go									

- 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**.

Year at a Glance	Report									
Report Type Y Absences	⁄ear 2020 ▼	Employee		ALL	Team 9999 - MY TEAM	III.	ALL	Include Sub Teams	Order By	T
This report gives a V	Year-at-a-Gla	nce view for the	given user(s) or t	eam(s)						
Save Parameters	5									
Save 🔲 Delete (Persona	I Report								
Name *			Absences 2020							
Description *			Training							
Go										

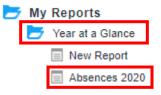
Note: Once you select the Save checkbox, the system will also select the Personal Report checkbox automatically.

- 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

Report Type Year	En	nployee		Te	am			Order By		Includ	le Sub Te	ams	
Absences 🔻 2020	▼ A	LL	.	ALL 9	999 - MY T	EAM C	ALL		•		Go	Save Params	Legend
January	Febru	201	March	April		Мау	June						
SMTWTFSS			SMTWTFS	SMTWT	FSSN	MTWTFS		FS					
1 2 3 4 5 6 7 8 9 1011 2 3	345		1 2 3 4 5 6 7 3 9 1011 121314	12 56789	3 4 10 11 3 4	12 56789	1 2 3 4 7 8 9 10 1						
12 13 14 15 16 17 18 9 1	10 11 12	13 14 15 1	15 16 17 18 19 20 21 22 23 24 25 26 27 28	12 13 14 15 16 19 20 21 22 23	17 18 10 1	1 12 13 14 15 16 8 19 20 21 22 23	14 15 16 17 1	8 <mark>19</mark> 20					
		27 28 29 2		26 27 28 29 30	242	5 26 27 28 29 30		5 <mark>26</mark> 27					
July	Augu	ust	September	October	31	November	Decem)er					
SMTWTFSS			SMTWTFS	SMTWT		M T W T F S		FS					
1 2 3 4 5 6 7 8 9 1011 2 3	3 4 5	1 6 7 8 6	1 2 3 4 5 5 7 8 9 10 11 12	1 4 <mark>5 6 7 8</mark>		3 4 5 6 7 1011 121314	1 2 3 6 7 8 9 1	3 <mark>4 5</mark> 0 11 12					
12 13 14 15 16 17 18 9 1			13 <mark>14</mark> 15 <mark>16</mark> 17 18 19	11 <mark>12</mark> 13 <mark>14</mark> 15 18 19 20 21 22	16 17 15 1	6 17 18 19 20 21 3 24 25 26 27 28	13 <mark>14</mark> 15 <mark>16</mark> 1 20 21 22 23 2						
	24 25 26		27 28 29 30	25 <mark>26</mark> 27 <mark>28</mark> 29			27 <mark>28</mark> 29 <mark>30</mark> 3						
a		Detail	View								_		
Day													
Month		Work D	ate Employee		Time Co	de		Description	Value)			
Monut		09/21/2	2020 Training, Cl	ark - TRAIN2	VACATI	ON		8101	12.0	0 hrs			
Year		09/22/2	2020 Training, Ba	art - TRAIN1	VACATI	ON		8101	12.0	0 hrs			
		09/22/2	2020 Training, Ki	m - TRAIN3	VACATI	ON		8101	8.00	hrs			
		09/23/2	2020 Training, Ki	m - TRAIN3	VACATI	ON		8101	8.00	hrs			
		09/24/2	2020 Training, Ki	m - TRAIN3	JURY D	UTY/TESTIMO	NY LEAVE	8602	8.00	hrs			
		09/25/2	2020 Training, Ba	art - TRAIN1	JURY D	UTY/TESTIMO	NY LEAVE	8602	12.0	0 hrs			
		09/26/2	2020 Training, Ba	art - TRAIN1	VACATI	ON		8101	12.0	0 hrs			
		09/29/2	2020 Training, Ki	m - TRAIN3	VACATI	ON		8101	8.00	hrs			
					page	1 of 1							

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



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

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

Home Messages(0) My TS Daily TS Supervisor Approval Time Off Time Off Approval Change User Role	My Reports
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- 2. Click on **Overtime Report**
 - The Selection Parameters page displays. (Shown Below)

<u>My Reports</u> > Overtime Report

Overtime Report

Selection Parameters

Employee ID		- Q	ALL
Teams		0	ALL
Include Sub Teams	Ο		
Pay Group		-0,	ALL
Calculation Group		EQ.	ALL
Department		1 0,	ALL
Project			ALL
* Date Selection	Manual Date •		
* Start Date	05/18/2020		
* End Date	05/18/2020		
Authorization	All Records		
* Group By	Department 🔻		
* Second Group By	Project •		
* Second Group By * Show Parameters	Project ▼ Yes ▼		

Go Cancel

- 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

<u>My Reports</u> > Overtime Report

Overtime Report

Selection Parameters

Employee ID		TO,	ALL
Teams	9999 - MY TEAM	ĒQ	ALL
Include Sub Teams	0		
Pay Group		EQ.	ALL
Calculation Group		TO,	ALL
Department		TO,	ALL
Project		-Q.	ALL
* Date Selection	Manual Date 🔻		
* Start Date	09/20/2020		
* End Date	09/26/2020 📄		
Authorization	All Records		
* Group By	Department 🔻		
* Second Group By	Employee Name 🔻		
* Show Parameters	Yes 🔻		

Mandatory fields for the report are denoted with an asterisk *

Go Cancel

2. Review the results. (Shown below)

Overtime Re	port				tŧt	9
Employee ID: Team:		ALL 9999) - MY TEAN	1		
Include Sub Tear	clude Sub Teams:					
ay 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:

- 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

eters HTML

PDF

Excel

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

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

Home	Messages(0)	My TS	Daily TS	Supervisor Approval	Time Off	Time Off A	pproval	Change User Role	My Reports
2.	Click on Un	autho	rized Re	cords Report.					
	• The Sele	ction Pa	arameters	s page displays. (Shown Be	elow)			
		M	l <u>y Reports</u> > L	Inauthorized Records Rep	ort				
		U	nauthorized	Records Report					
			Selection F	Parameters					
			Employee ID				ALL		
			Team				ALL		
			Include Sub 1	Teams					
			Pay Group			EQ.	ALL		
			Calculation G	Group		Q	ALL		
			* Date Select	ion Manual Date	•				
			* Start Date	05/18/2020					
			* End Date	05/18/2020					
			* Group By	Team	▼				
			* Order By	Employee ID	▼				
			* Direction	Ascending Voc.					
			* Show Parar	neters Yes V					

Go Cancel

- 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

My Reports > Unauthorized Records Report

Unauthorized Records Report

Selection Parameters

Cancel

Employee ID			ALL
Team	9999 - MY TEAM		ALL
Include Sub Teams	0		
Pay Group			ALL
Calculation Group			ALL
* Date Selection	Manual Date 🔹		
* Start Date	09/20/2020		
* End Date	09/26/2020		
* Group By	Team 🔻		
* Order By	Employee ID V		
* Direction	Ascending •		
* Show Parameters	Yes 🔻		
•			

Mandatory fields for the report are denoted with an asterisk *



4.	Review the	results.	(Shown	below)
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4. Revie	w the r	esults. (S	Shown be	elow)					88	
Unauthorized	Records F	Report								
Employee ID: Team:		ALL 9999 - MY TEAM			Pay Group: Calculation Group:			ALL ALL		
Include Sub Teams:		No		Date Sel	09/20/2020 - 09/26/1			9/26/.02		
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.









Excel

Parameters

HTML

PDF

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