



LATE TIMESHEETS

REPORT DESCRIPTION B0209 | WEB INTELLIGENCE



The purpose of this Report Description is to explain how to generate a report showing timesheets that have not been approved in a timely manner.

Report Description:

This report displays time that has been released, and not approved, more than a specified number of dates after the work date. This report is applicable only for employees who enter time through ESS.

Report Location:

PT: Timesheet Metrics

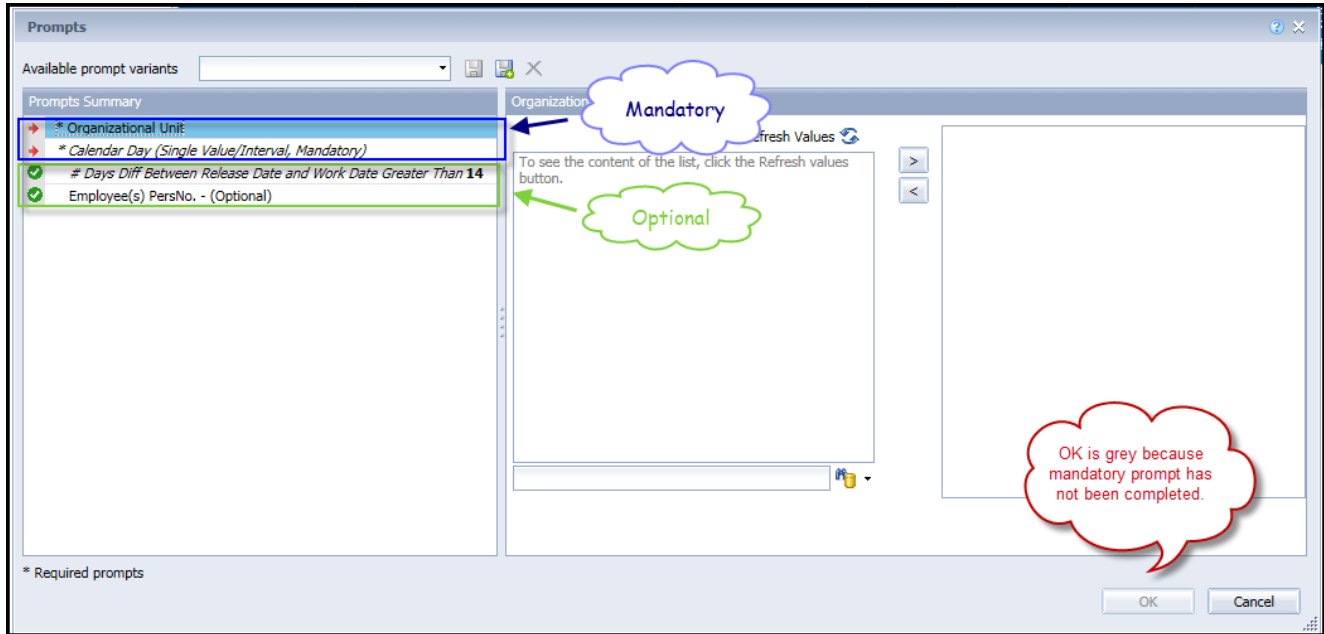
Report Uses:

Agencies use this report to determine which EE's are not submitting their time within the acceptable time frame. Best practice is to release time weekly. Failure to record and release time in a timely manner may impact an EE's accruals or quota balances.

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How to generate this report

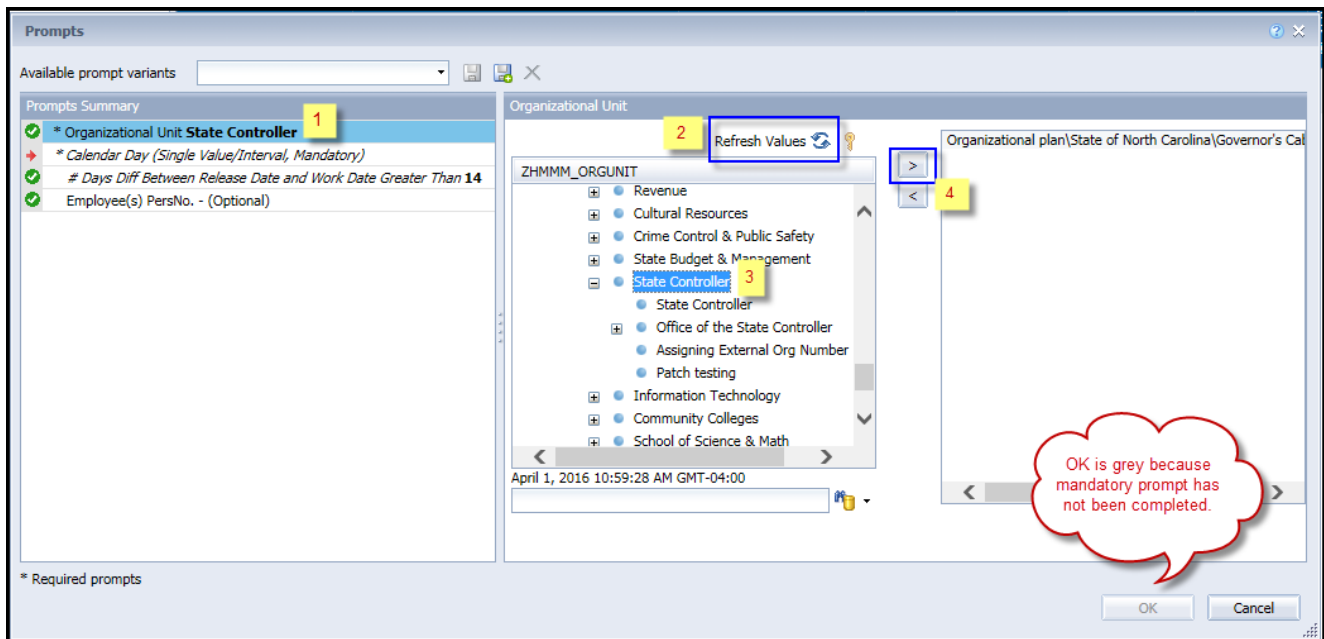


Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

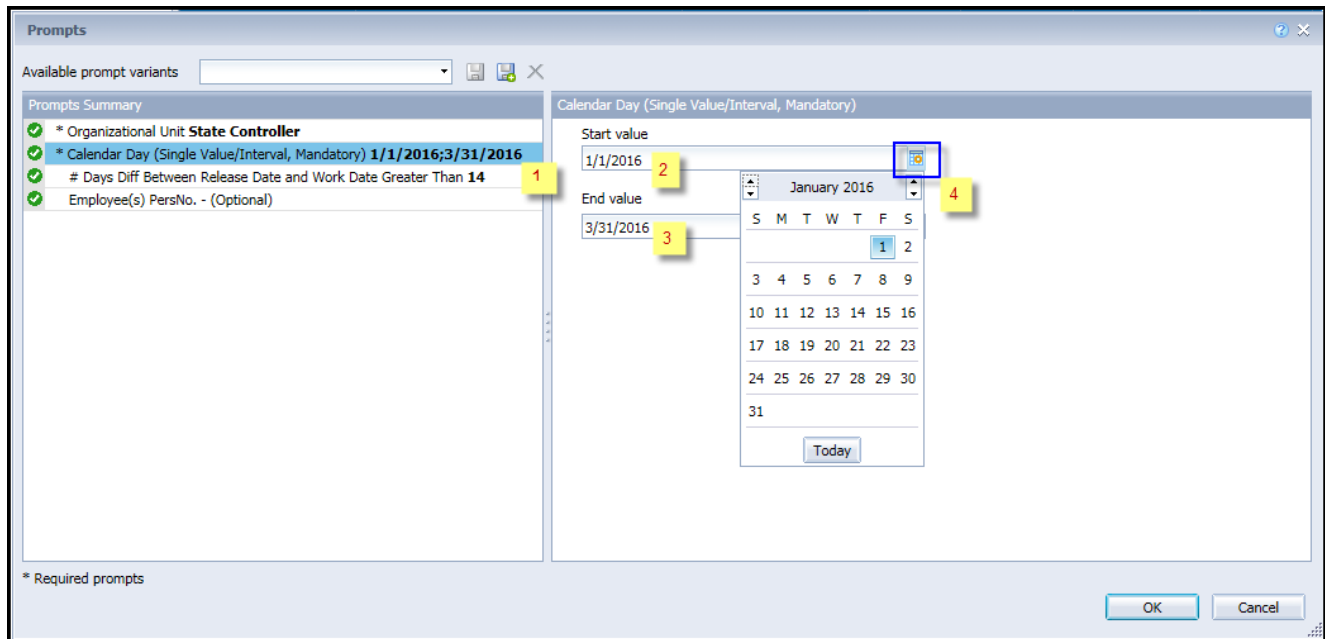
➔ ***Organizational Unit**: To select data for this prompt:

- Make sure the Organizational Unit prompt is selected (1).
- Click on the “Refresh Values” icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).



→ ***Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:

- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the “Start Value” date in M/d/yyyy format (2).
- Enter the “End Value” date in M/d/yyyy format (3).
- Start Value and End Value dates can be selected from Calendar help if needed (4).

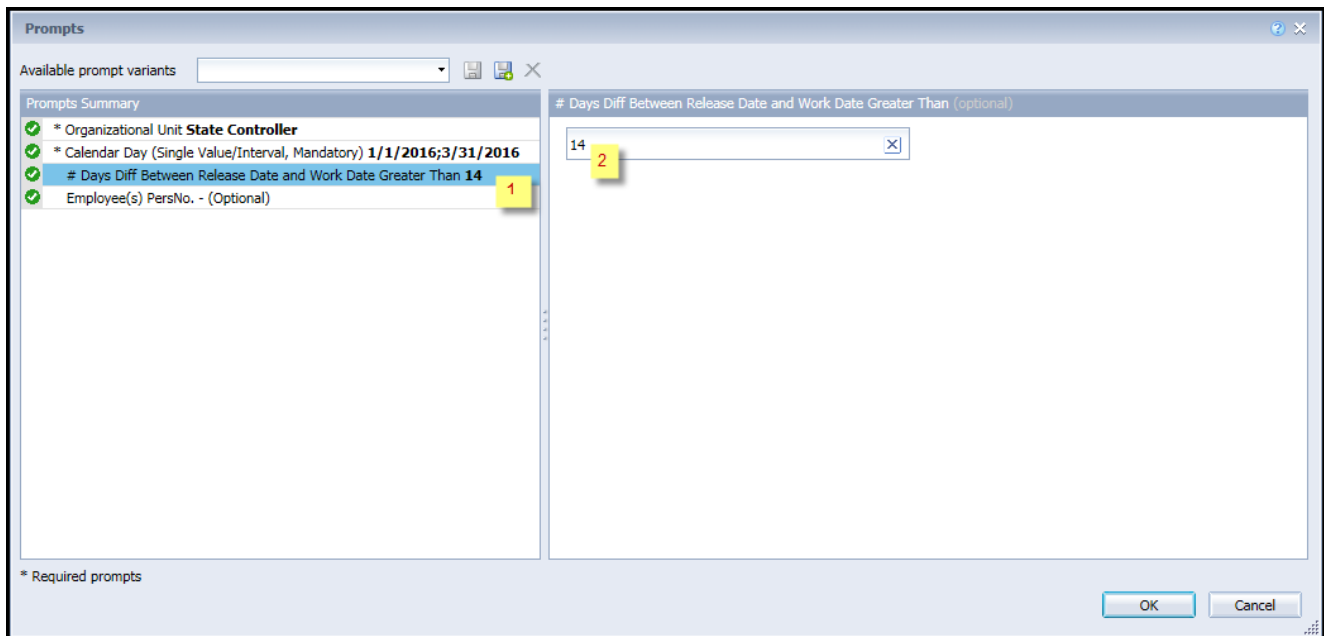


Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. These prompts are used to assist in further limiting the amount of data that is retrieved into the body of the report.

✓ **# Days Diff Between Release Date and Work Date Greater Than:** To select data for this prompt:

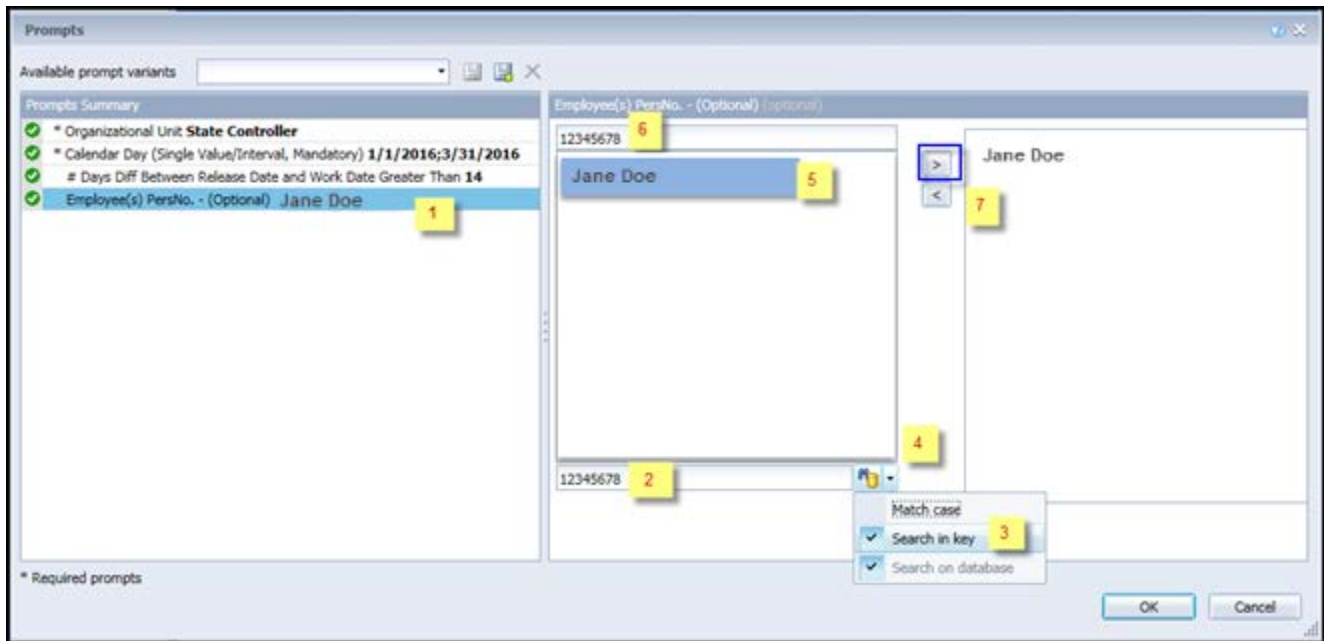
- Make sure the ‘# Days Diff Between Release Date and Work Date Greater Than’ prompt is selected (1).
- Prompt comes with a default value of 14 days. Enter a number in the box if other than 14 is needed. (2).



Note: This prompt value filters the report data based on the number of days to between the Release Date and Work Date of EE time.

✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:

- Make sure the Employee(s) PersNo. - (Optional) prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click on the search icon drop down arrow and select “Search in key” (3).
- Then click the search icon (4).
- Click on the desired Employee (5).
- OR if the employee number is known, skip steps (2) through (5) and enter it directly in (6).
- Click on the right arrow to add the Employee to the selection box (7).



NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

Mickey*Mouse*
*Mouse

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Default Layout

Below is a sample rendering of the report.

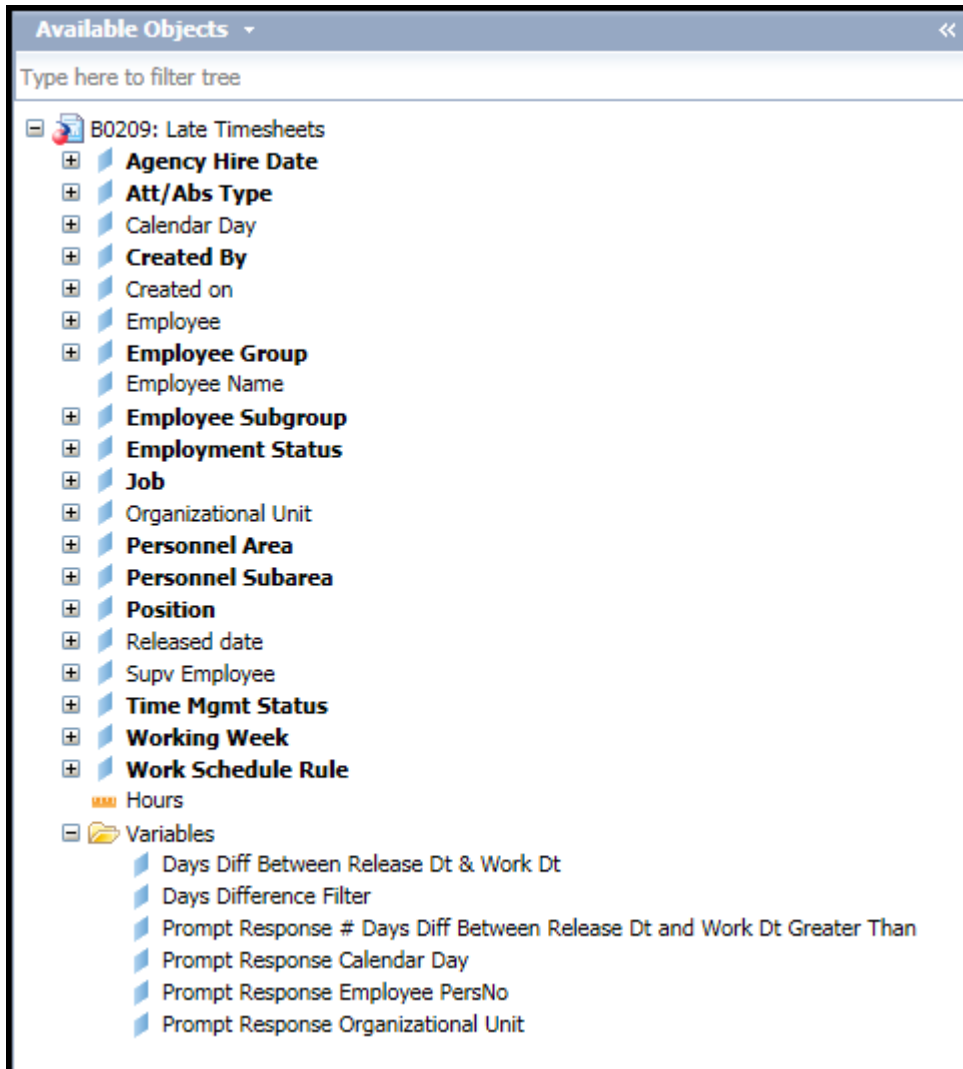
B0209: Late Timesheets				
Calendar Day: 1/1/2015 - 3/31/2016				
Supv Employee	Organizational Unit	Employee Name	EE Nbr	Created on
James Doe	OSC BEACON PROD/TECH Functional	Smith, John	12345678	2/18/2015
				2/18/2015
				2/18/2015
				2/18/2015
				4/2/2015
				4/2/2015

Continued...

Date Selected: 1/1/2015 - 3/31/2016			
Calendar Day	Released Date	Days Diff Between Release Dt & Work Dt	Hours
1/1/2015	2/18/2015	48	10.00
2/16/2015	2/18/2015	2	10.00
2/17/2015	2/18/2015	1	10.00
2/18/2015	2/18/2015	0	10.00
3/30/2015	4/2/2015	3	10.00
3/31/2015	4/2/2015	2	10.00
EE Nbr - 12345678			60.00

Available Objects

This is a list of the available objects that can be added to the report in Design mode:



Special Report Considerations/Features

- Report shows active employee information only.
- Report shows only employees' timesheet information for employees who are in the Integrated HR-Payroll System. This report is applicable only for employees who enter time through ESS.
- If timesheet data is not entered for EEs, there will be no records in this report.

Change Log

- 8/28/2020 – Modified screenshots
- 9/17/2020 – Updated format, assigned reference number, and made accessible – C. Ennis and L. Lee