REPORTING – WORKING TIME REPORT

MSS-8 | BUSINESS PROCESS PROCEDURE

MSS

The purpose of this Business Process Procedure (BPP) is to explain how to access and use the Working Time Report in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to display time sheet data.

Business Process Procedure Overview:

Manager Self-Service (MSS), or 'My Staff,' is a single access point for managers to find employee information and perform managerial tasks.

MSS users must be designated as a 'Line Supervisor' (B 002) in the organizational structure to access MSS My staff functions.

The Working Time Report is located in the 'My Team' work-set in MSS. Managers will use the Working Times Report to supplement the MSS Time Approval process with the following activities:

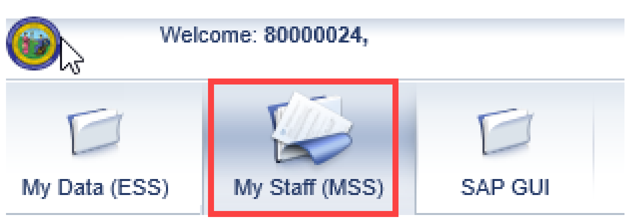
- Monitor all working times entered into ESS by their direct report employees
- Identify time that has been saved, but not yet submitted for approval
- Identify rejected times that need to be corrected/resubmitted by the employee
- Reconcile previously approved times
- Monitor by Attendance or Absence type (e.g. Sick time)

Managers can view the report output on-line or export the data to Excel.

Reference: This report is based on the functionality of transaction CATS_DA in SAP.

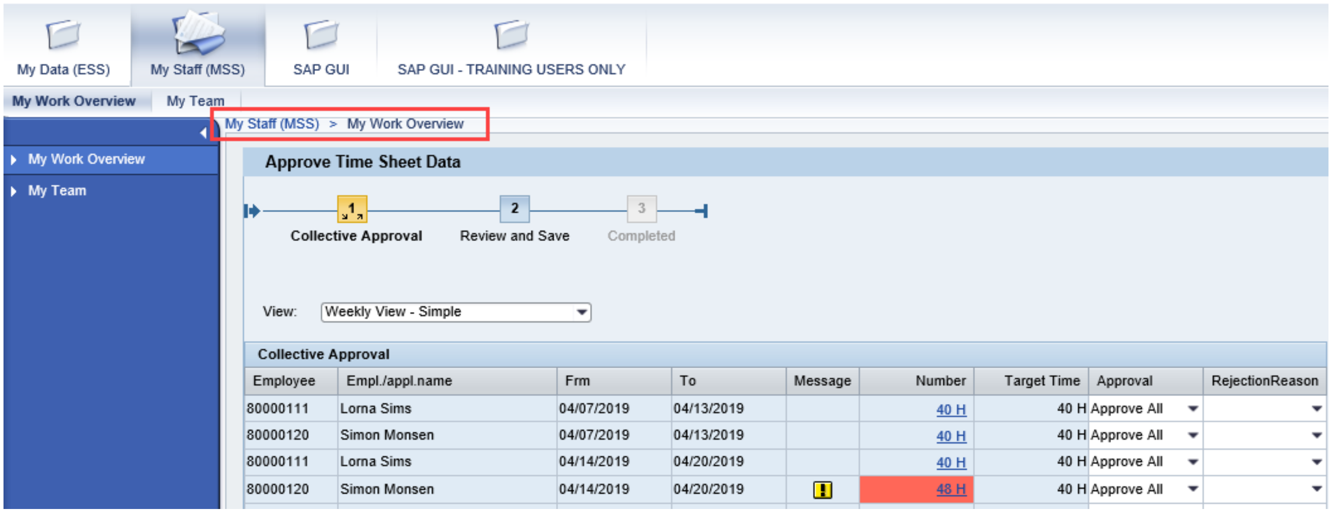
Procedures

1. From the Integrated HR-Payroll System Home Page, click the My Staff (MSS) tab



Information	The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.

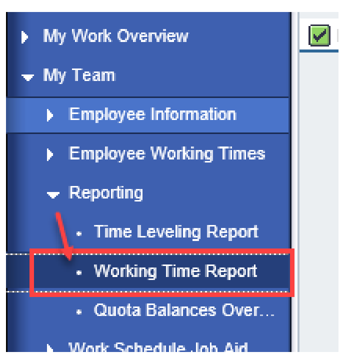
CRITICAL!	When using web applications that maintain or create data, always leave the application (or log off) when completing work. This will prevent record locking.

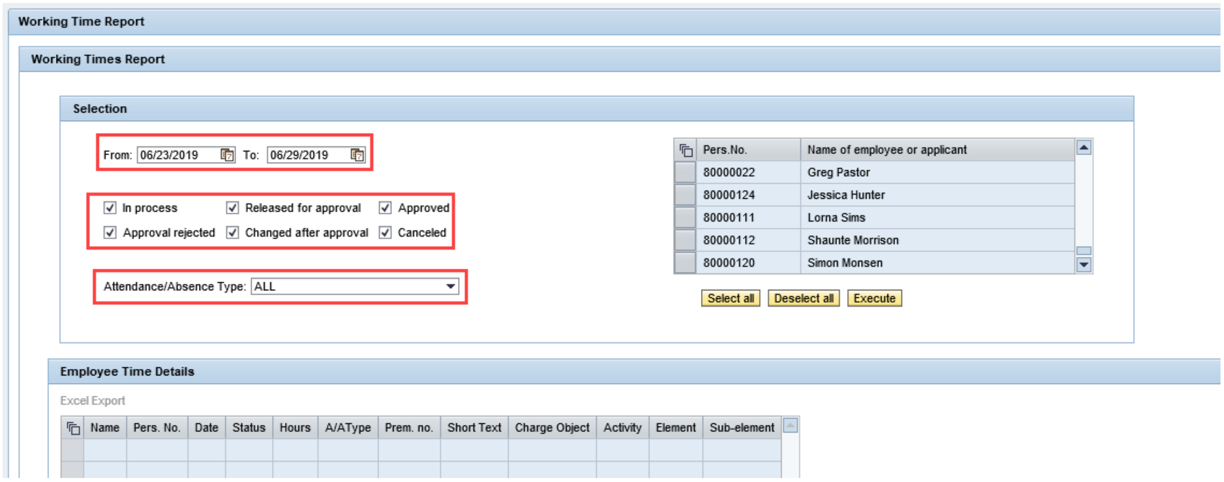


Information	MSS users are defaulted to the My Work Overview page.

2. Go to the 'Detailed Navigation' panel on the left section of the screen. Navigate to the report by expanding the folders down the tree structure:

   My Team->Reporting->Working Time Report.





3. The 'Selection' part of the report provides the following reporting options:

Column/Field Name	Description
From (date)	Start date for the reporting period **Note:** The system will default to the current week (Sun - Sat).
To (date)	End date for the reporting period **Note:** The system will default the current week (Sun - Sat).
In Process	Checkbox: Select to include records in SAVED status (10).
Released for approval	Checkbox: Select to include records in RELEASED (Submitted for Approval) status (20).
Approved	Checkbox: Select to include records in APPROVED status (30)
Approval rejected	Checkbox: Select to include records in REJECTED status (40).
Changed after approval	Checkbox: Select to include records that were CHANGED after Approval (50). **Note:** These are not currently in scope for the Integrated HR-Payroll System, as employees cannot change their time in ESS after approval.
Cancelled	Checkbox: Select to include records that are CANCELLED (60)
Attendance/Absence Type	From the drop-down, select the Att/Abs Type to be reported. The system defaults to 'ALL' to include all Att/Abs Types.

4. Make the selections as noted above, then make the Employee selection(s) to be reported.

Employee Selection

Information: A list of the manager's Direct Report employees are displayed:

Pers.No.	Name of employee or applicant
80000022	Greg Pastor
80000124	Jessica Hunter
80000111	Lorna Sims
80000112	Shaunte Morrison
80000120	Simon Monsen

Select all   Deselect all   Execute

1. To select all employees from the list, click Select all.
2. To deselect all employees from the list (and make another selection), click Deselect all.
3. To select one employee, click the employee from the list.
4. To select specific employees from the list, but not all, hold the CTRL Key on your keyboard, the click the employees from the list.
5. When all reporting options are selected, click Execute.

Employee Time Details

The following output is displayed in the 'Employee Time Details' section of the report:

Employee Time Details

Excel Export

Name	Pers. No.	Date	Status	Hours	A/AType	Prem. no.	Short Text	Charge Object	Activity	Element	Sub-element
Simon Monsen	80000120	20190520	APPROVED	8	9560						
	80000120	20190521	APPROVED	8	9560						
	80000120	20190522	APPROVED	8	9500						
	80000120	20190523	APPROVED	8	9500						
	80000120	20190524	APPROVED	8	9500						
				40							

Column / Field Name	Description
Name	The employee name
Pers. No.	The personnel number
Date	The work date of the record
Status	The status of the record (e.g. In Process, Released for Approval, etc.)
Hours	The hours of the record
A/A Type	The Attendance or Absence Type of the record (e.g. Time Worked, Sick, etc.)
Prem. No.	The Premium Number of the record (if applicable).
Short Text	The Short Text of the record. This is displayed only if the employee enters a note during Time Entry in ESS. **Note:** This report will display up to 40 characters only (it will truncate after 40).
Charge Object	The Charge Object to which the employee charged time (if applicable).
Activity	The Activity to which the employee charged time (if applicable).
Element	The Element to which the employee charged time (if applicable).
Sub-Element	The Sub-Element to which the employee charged time (if applicable).

Information: When reporting with multiple records, scroll to the bottom to use the 'Next Page' buttons to display the additional data.

- To download the report data into an MS Excel spreadsheet, click the link Excel Export.
  Reference: CATS_DA - Display Working Times BPP located on the OSC Training website.