

## Running Time Management Reports for Supervisors

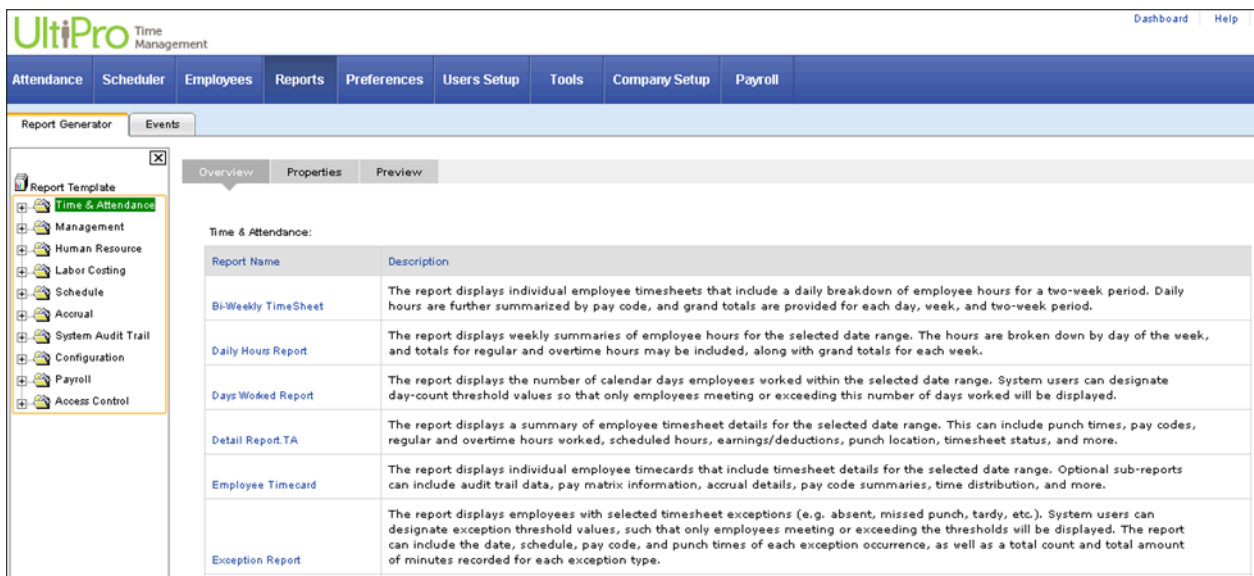
A variety of reports are available to help you manage your employees' time and schedule information.

### To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.  
The Time Management categories appear on a new page.

### To run reports:

1. Select the Report link.  
The Report Generator page appears.



The screenshot shows the UltiPro Time Management interface. The top navigation bar includes 'Attendance', 'Scheduler', 'Employees', 'Reports', 'Preferences', 'Users Setup', 'Tools', 'Company Setup', and 'Payroll'. The 'Reports' section is expanded, showing a list of report templates. The 'Time & Attendance' folder is selected, and the following reports are listed:

Report Name	Description
Bi-Weekly TimeSheet	The report displays individual employee timesheets that include a daily breakdown of employee hours for a two-week period. Daily hours are further summarized by pay code, and grand totals are provided for each day, week, and two-week period.
Daily Hours Report	The report displays weekly summaries of employee hours for the selected date range. The hours are broken down by day of the week, and totals for regular and overtime hours may be included, along with grand totals for each week.
Days Worked Report	The report displays the number of calendar days employees worked within the selected date range. System users can designate day-count threshold values so that only employees meeting or exceeding this number of days worked will be displayed.
Detail Report.TA	The report displays a summary of employee timesheet details for the selected date range. This can include punch times, pay codes, regular and overtime hours worked, scheduled hours, earnings/deductions, punch location, timesheet status, and more.
Employee Timecard	The report displays individual employee timecards that include timesheet details for the selected date range. Optional sub-reports can include audit trail data, pay matrix information, accrual details, pay code summaries, time distribution, and more.
Exception Report	The report displays employees with selected timesheet exceptions (e.g. absent, missed punch, tardy, etc.). System users can designate exception threshold values, such that only employees meeting or exceeding the thresholds will be displayed. The report can include the date, schedule, pay code, and punch times of each exception occurrence, as well as a total count and total amount of minutes recorded for each exception type.

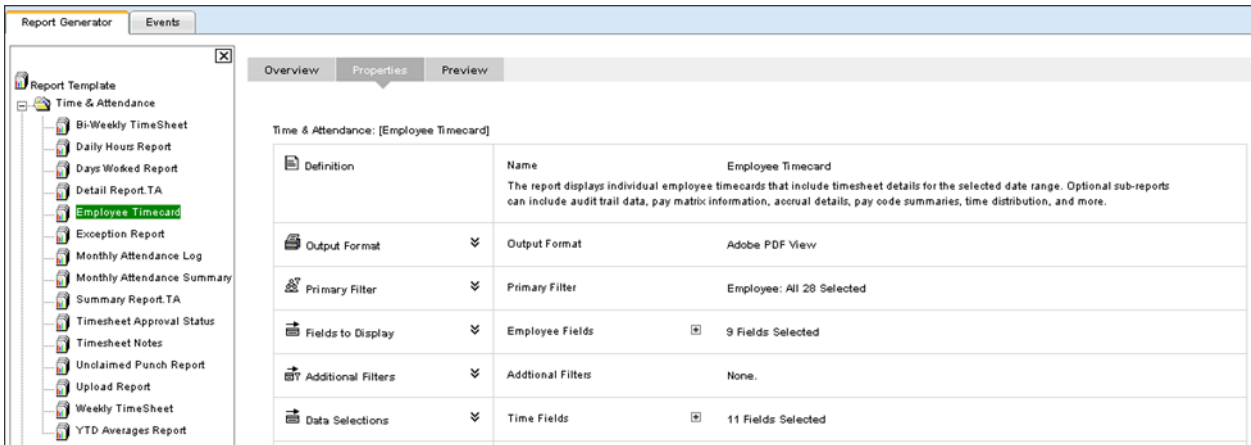
The Report Template list includes report templates grouped into folders by report type. To display the report templates included in a folder, select the "+" symbol; to collapse the list, select the "-" symbol.

### Note:

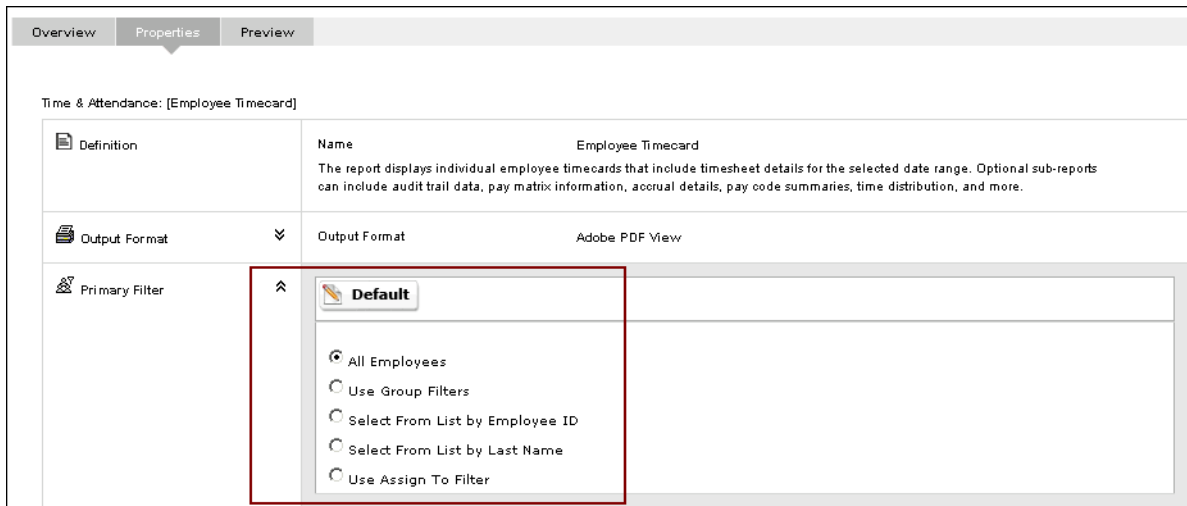
The report template that was selected last is highlighted when the Report Generator page is initially selected. The Overview page lists the report templates and descriptions included in the selected report template folder.

2. From the Report Generator page, expand a report template folder and select a report.

The Properties page for the selected report appears. The Properties page includes the criteria selections for the selected report template.



- From the Properties page, select the double arrows next to a criterion to change the default setting. Change as many criteria as needed.



- Select the Preview tab to run the report.

The report runs and provides options to publish, print, and save the report.

Report Generator | Events

Overview | Properties | Preview

Publish | Cancel

REPORT LIST

UltiPro Time Management  
 Time & Attendance - Employee Timecard  
 Report Date: 02/25/2013  
 Report Time: 3:04:20 PM  
 02/25/2013 - 03/03/2013 [7 days]

400100026-ABRQX [Malik, Jamal]

Employee ID	400100026-ABRQX	Badge Number	0	Job Title	
Pay Group(G1)	COHRWK	Location(G2)	LA	Job(G3)	HELPSK2
Pay Policy	2	Shift Number	3	Pay Type	3

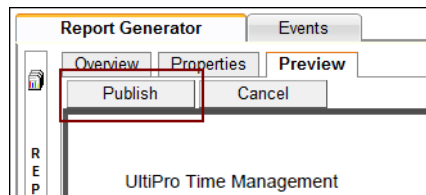
Time Card

Date	Pay Code	IN	In Ex	OUT	Out Ex	Reason	Sh/Pay Ex	Location	Reg Hrs	OT Hrs	Daily Total
02/25/2013 Mon		08:30AM*	E 30	04:30PM*	E 60		00003-Mo	LA	7.50		7.50
02/26/2013 Tue		08:30AM*	E 30	04:30PM*	E 60		00003-Tu	LA	7.50		7.50
02/27/2013 Wed		09:00AM*		05:00PM*	E 30		00003-We	LA	7.50		7.50
02/28/2013 Thu	2 [VAC]						00003	LA	8.00		8.00
03/01/2013 Fri							00003-Fr	LA	7.50		7.50

Summary - 400100026-ABRQX [Malik, Jamal]

Pay Code	Job	Reg Hrs	OT1 - OT-1	Total Hrs	Prior Bal	Adjust	Accrual Used	Earned	Available
0 [WKHR]	HELPSK2[Help Desk Level 2]	30.00		30.00					
2 [VAC]	HELPSK2[Help Desk Level 2]	8.00		8.00	32.31		8.00		24.31
<b>TOTALS</b>		<b>38.00</b>		<b>38.00</b>	<b>32.31</b>		<b>8.00</b>		<b>24.31</b>

5. From the generated report, select Publish.



The Properties page appears.

6. From the Properties page, scroll down to the Publish To section.

7. Enter the published report name, description, and to whom you want the report to be made available.

8. Select the Publish icon.

Publish To

**Publish**

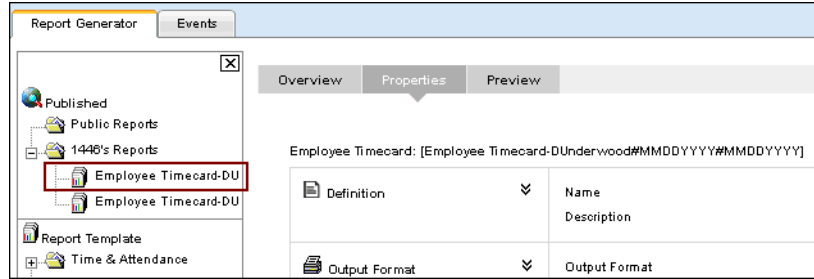
Publish Name: Employee Timecard-DUnderwood  
report name cannot contain any of the following character \/:\*?" < > |

MMDDYYYY (optional)

Description: 1446-02/25/2013

Publish To: Myself

9. Select the Report Generator tab. The published report is now available.



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