
PeopleSoft Enterprise Time and Labor 9.1 Reports

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Report Samples

CHAPTER 1

Time and Labor Reports

This chapter provides an overview of Time and Labor reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

Time and Labor Reports: A to Z

This table lists the Running Time and Labor reports, sorted alphanumerically by report ID. The reports listed are all SQR reports.

Report ID and Report Name	Description	Navigation	Run Control Page
TL001 Payable Status	Generate TL001 that lists all Payable time for a range of dates, sorted by the chosen Payable Statuses on the run control, to provide the manager with a picture of processed and unprocessed time.	Time and Labor, Reports, Payable Status	TL_RUNCTL_TL001
TL002 Generating a Time Card	Generate TL002 that displays all punch time, elapsed time rows, payable time, and unresolved exceptions for an individual employee for the period selected on the run control. The report can be run by either an individual employee, or by a group. The report also contains lines for approval signatures for both the employee and the approving supervisor.	Time and Labor, Reports, Time Card	TL_REPORTS_RNCTL

Report ID and Report Name	Description	Navigation	Run Control Page
TL003 TCD Usage	Generate TL003 that totals the number elements transmitted to a Time Collection Device for time reporting. The report is a tool that can assist in the process of estimating memory usage at each time reporting device.	Set Up HRMS, Product Related, Time and Labor, Time Collection Devices, Send Setup to TCD	TL_TCD_RUN_PNL
TL004 Scheduled Hours Rpt	Generate TL004 that provides information about a time reporter's scheduled time. It gives details such as: punch types and times for employees with a punch schedule; duration of work hours for employees with an elapsed schedule; and the values for the In, Out, Flex, and Core Period fields for time reporters with flex schedules.	Time and Labor, Reports, Scheduled Hours	TL_SCHRPT_RNCTL

PeopleSoft
Payable Status Report

Report ID: TL001

For the period : 06/21/2004 through 07/21/2004

Payable status(es) selected : 'AP', 'CL', 'DL', 'ES', 'NA', 'PD', 'RP', 'SP', 'TP', 'OE', 'NP', 'IG', 'RV'

Page No. 1

Run Date 2006-10-19

Run Time 15:20:44.137

<u>Name</u>	<u>Employee ID</u>	<u>Employee Record#</u>	<u>Date Under Report</u>	<u>Payable Status</u>	<u>Payable Reason Code</u>	<u>Time Rptg Code</u>	<u>TRC Description</u>	<u>TRC Type</u>	<u>Quantity</u>
Christelle Stevenson	KU0020	0	06/21/2004	Estimated		KUREG	Regular	Hours	8.000000
Christelle Stevenson	KU0020	0	06/22/2004	Estimated		KUREG	Regular	Hours	8.000000
Christelle Stevenson	KU0020	0	06/23/2004	Estimated		KUREG	Regular	Hours	8.000000
Christelle Stevenson	KU0020	0	06/23/2004	Estimated		KUOVT	Overtime	Hours	2.000000
Christelle Stevenson	KU0020	0	06/24/2004	Estimated		KUREG	Regular	Hours	8.000000
Christelle Stevenson	KU0020	0	06/25/2004	Estimated		KUVAC	Vacation Time-off	Hours	8.000000
Christelle Stevenson	KU0020	0	06/27/2004	Estimated		KUOVT	Overtime	Hours	4.000000

Estimated Payable Time Rows: 7

PeopleSoft
Payable Status Report

Report ID: TL001

For the period : 06/21/2004 through 07/21/2004

Payable status(es) selected : 'AP', 'CL', 'DL', 'ES', 'NA', 'PD', 'RP', 'SP', 'TP', 'OE', 'NP', 'IG', 'RV'

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Run Date 10/19/2006

Run Time 15:20:45

Name	Employee ID	Employee Record#	Date Under Report	Payable Status	Payable Reason Code	Time Rptg Code	TRC Description	TRC Type	Quantity
Kathy Wise	KU0206	0	06/21/2004	Needs Approval		KUREG	Regular	Hours	8.000000
Kathy Wise	KU0206	0	06/22/2004	Needs Approval		KUREG	Regular	Hours	8.000000
Kathy Wise	KU0206	0	06/22/2004	Needs Approval		KUOVT	Overtime	Hours	2.000000
Kathy Wise	KU0206	0	06/23/2004	Needs Approval		KUREG	Regular	Hours	8.000000
Kathy Wise	KU0206	0	06/23/2004	Needs Approval		KUOVT	Overtime	Hours	1.000000
Kathy Wise	KU0206	0	06/24/2004	Needs Approval		KUREG	Regular	Hours	8.000000
Kathy Wise	KU0206	0	06/24/2004	Needs Approval		KUOVT	Overtime	Hours	1.000000
Kathy Wise	KU0206	0	06/25/2004	Needs Approval		KUREG	Regular	Hours	8.000000
Kathy Wise	KU0206	0	06/26/2004	Needs Approval		KUOVT	Overtime	Hours	4.000000

Needs Approval Payable Time Rows: 9

REPORT SUMMARY

Payable status Approved rows:	0
Payable status Closed rows:	0
Payable status Diluted rows:	0
Payable status Estimated rows:	7
Payable status Needs Approval rows:	9
Payable status Distributed rows:	0
Payable status Rejected by Payroll rows:	0
Payable status Sent to Payroll rows:	0
Payable status Taken by Payroll rows:	0
Payable status Online Estimate rows:	0
Payable status No Pay rows:	0
Payable status Ignore rows:	0
Payable status Reversed Check rows:	0

Total rows for report: 16

End of Report

Report ID: TL002

For the period 09/01/2002 through 09/20/2002

Employee ID: KU0010
Name: Santos, Antonio
Job Title: 170005 Assistant-Administrative
Department: 10000 Human Resources

REPORTED PUNCH TIME DETAIL

<u>Date/Time</u>	<u>Day</u>	<u>Type</u>	<u>Time Zone</u>
09/12/2002 08:00	Thursday	IN	PST
09/12/2002 16:00	Thursday	OUT	EST

REPORTED ELAPSED TIME DETAIL

<u>Date Under Report</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg Code</u>
09/01/2002	8.000000	Hours	Overtime	KUOVT
09/02/2002	8.000000	Hours	Holiday (Statutory)	KUHOL
09/03/2002	8.000000	Hours	Regular	KUREG
09/04/2002	8.000000	Hours	Regular	KUREG
09/05/2002	8.000000	Hours	Regular	KUREG
Total for Amounts:		0.000000		
Total for Units:		0.000000		
Total for Hours:		40.000000		

PAYABLE TIME

<u>Date Under Report</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg Code</u>	<u>Payable Status</u>
09/01/2002	2.666664	Hours	Overtime	KUOVT	Needs Appr
09/01/2002	2.666664	Hours	Overtime	KUOVT	Needs Appr
09/01/2002	2.666672	Hours	Overtime	KUOVT	Needs Appr
09/02/2002	2.666664	Hours	Holiday (Statutory)	KUHOL	Needs Appr
09/02/2002	2.666664	Hours	Holiday (Statutory)	KUHOL	Needs Appr
09/02/2002	2.666672	Hours	Holiday (Statutory)	KUHOL	Needs Appr
09/03/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/03/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/03/2002	2.666672	Hours	Regular	KUREG	Needs Appr
09/04/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/04/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/04/2002	2.666672	Hours	Regular	KUREG	Needs Appr
09/05/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/05/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/05/2002	2.666672	Hours	Regular	KUREG	Needs Appr
09/12/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/12/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/12/2002	2.666672	Hours	Regular	KUREG	Needs Appr
Total for Amounts:		0.000000			
Total for Units:		0.000000			
Total for Hours:		48.000000			

OUTSTANDING EXCEPTIONS

Date Exception

Time Reporter Signature: _____

Approval Signature: _____ Approver's Name: _____
(please print)

End of Report

<u>Time Collection Device ID : KUTCD1</u>	<u>Count</u>
*Time Reporter	2
*Rows of Total Hours	0
*Punches from Schedule	48
*Time Collection Device Supervisor	0
*Restriction Profile	0
*Time Reporting Code	4
*Task Profile	0
*Task Template	2
*Task Element	14
*Task Values	947
*Country	238
*State	1348
*Locality	21300
*Rate Code	5
*Override Reason Code	4
*Currency Code	199
Total	
Values Available	24111

Detail By Time Collection Device

Time Collection Device ID : KUTCD1

Time Reporters

<u>Employee ID</u>	<u>Record#</u>	<u>Badge ID</u>	<u>First Name</u>	<u>Last Name</u>
KU0010	0	0605000010	ANTONIO	SANTOS
KU0020	0	0927820020	CHRISTELLE	STEVENSON

TCD Supervisors

<u>Supervisor ID</u>	<u>Badge ID</u>
No rows found	

Restriction Profiles

<u>Restriction Profile</u>	<u>Description</u>
No rows found	

Time Reporting Codes

<u>Time Reporting Code</u>	<u>Description</u>
KUHOL	Holiday (Statutory)
KUOVT	Overtime
KUREG	Regular Productive Hours
KUVAC	Vacation Time-off

Task Profiles

<u>Task Profile ID</u>	<u>Description</u>
No rows found	

Task Templates

<u>Task Template ID</u>	<u>Description</u>
KUTSKPRFT1	Prod, Cust, Task, BU, Activity
KUTSKPRFT2	BU HR, Dept, JobCd, Pos Num

Task Elements

<u>Task Template ID</u>	<u>Task Element Code</u>	<u>Description</u>
KUTSKPRFT1	ACT	Activity ID
KUTSKPRFT1	BUM	Business Unit PF
KUTSKPRFT1	CST	Customer
KUTSKPRFT1	PRD	Product
KUTSKPRFT1	RE1	Rule Element 1
KUTSKPRFT1	RE2	Rule Element 2
KUTSKPRFT1	RE3	Rule Element 3
KUTSKPRFT1	RE4	Rule Element 4
KUTSKPRFT1	RE5	Rule Element 5
KUTSKPRFT1	TSK	Task
KUTSKPRFT2	BUH	Business Unit HR
KUTSKPRFT2	DPT	Department ID
KUTSKPRFT2	JOB	Jobcode
KUTSKPRFT2	POS	Position Number

Task Elements

<u>Task Template ID</u>	<u>Task Element Code</u>	<u>Description</u>
KUTSKPRFT2	RE1	Rule Element 1
KUTSKPRFT2	RE2	Rule Element 2
KUTSKPRFT2	RE3	Rule Element 3
KUTSKPRFT2	RE4	Rule Element 4
KUTSKPRFT2	RE5	Rule Element 5

Schedules From 07/09/2000 through 07/15/2000

KU0002 Baran, Charles VP-Operations

<u>Date</u>	<u>Elapsed Schedule</u> <u>Work Hours</u>	<u>-- Punch Schedule --</u>		<u>Flex Schedule</u>				
		<u>Punch Type</u>	<u>Time</u>	<u>Schedule In</u>	<u>Schedule Out</u>	<u>Core Start</u>	<u>Core End</u>	<u>Work Hours</u>
07/09/2000				OFFDAY	OFFDAY	OFFDAY	OFFDAY	OFFDAY
07/10/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/11/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/12/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/13/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/14/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/15/2000				OFFDAY	OFFDAY	OFFDAY	OFFDAY	OFFDAY

PeopleSoft
Scheduled Hours Report

Report ID: TL004

Page No. 3
Run Date 08/10/2000
Run Time 17:13:35

Schedules From 07/09/2000 through 07/15/2000

KC0003 Rogers,Cynthia A Accounting Clerk

Date	Elapsed Schedule Work Hours	-- Punch Schedule --		----- Flex Schedule -----				
		Punch Type	Time	Schedule In	Schedule Out	Core Start	Core End	Work Hours
07/09/2000		OFFDAY	OFFDAY					
07/10/2000		IN	7:00AM					
07/10/2000		BRK	10:00AM					
07/10/2000		IN	10:15AM					
07/10/2000		MEAL	12:00PM					
07/10/2000		IN	1:00PM					
07/10/2000		BRK	3:00PM					
07/10/2000		IN	3:15PM					
07/10/2000		OUT	6:00PM					
07/11/2000		IN	7:00AM					
07/11/2000		BRK	10:00AM					
07/11/2000		IN	10:15AM					
07/11/2000		MEAL	12:00PM					
07/11/2000		IN	1:00PM					
07/11/2000		BRK	3:00PM					
07/11/2000		IN	3:15PM					
07/11/2000		OUT	6:00PM					
07/12/2000		IN	7:00AM					
07/12/2000		BRK	10:00AM					
07/12/2000		IN	10:15AM					
07/12/2000		MEAL	12:00PM					
07/12/2000		IN	1:00PM					
07/12/2000		BRK	3:00PM					
07/12/2000		IN	3:15PM					
07/12/2000		OUT	6:00PM					
07/13/2000		IN	7:00AM					
07/13/2000		BRK	10:00AM					
07/13/2000		IN	10:15AM					
07/13/2000		MEAL	12:00PM					
07/13/2000		IN	1:00PM					
07/13/2000		BRK	3:00PM					
07/13/2000		IN	3:15PM					
07/13/2000		OUT	6:00PM					
07/14/2000		OFFDAY	OFFDAY					
07/15/2000		OFFDAY	OFFDAY					

End of Report