

# Time Reconciliation Report

## Reported Hours vs Planned Hours for TMS1

### Payroll Administration Branch

February 10, 2017

#### Time Reconciliation Report

The Time Reconciliation Report (**ZTIMERECON\_SCHOOL**) provides users with specialized report options which will aid in ensuring that all employees are compensated for time worked in an accurate and timely manner in accordance with BUL-6638.0, **Time Reporting and Time Approval Policy**. The specialized reports utilize data recorded in the CATS screens. The specialized report options include:

- Time in CATS
- Time in CATS not yet Approved
- Total hours for TMS 9
- Time Sheets with no entries (TMS=1)
- Time Entered and/or Approved After Cut-Off
- Time Approved but not Transferred
- Reported hours vs plan hours for TMS 1



The report option **Reported Hours vs. Plan Hours for TMS 1** allows users to compare hours reported to plan hours reflected in **Planned Working Time (Info Type 007)** from Human Resources (HR) Master Data. Suggested uses of this report are:

- To validate that time is being reported based upon the employee's assigned hours in HR Master Data.
- To significantly reduce an underpayment or overpayment.

Use the following instructions to generate the **Reported Hours vs Plan Hours for TMS 1** report. The instructions begin from the **Time Reconciliation** initial screen.

- Select the desired **Reporting Period**. The system default is the current month.
- Enter the specific **Payroll Area** (CE, CL, SM).
- Select the Report Option **Reported Hours vs. Plan Hours for TMS 1**.
- Click on **EXECUTE** to generate the report.

**Time Reconciliation Report by Cost Center**

Structure Search Help

Period: Reporting Period Other Period 01/01/2017 - 01/31/2017

Selection Criteria

Person ID		
Personnel Number		
Employment Status	3	
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area	CL	
Cost Center	1860001	

Report option

Time in CATS  
 Time in CATS not yet Approved  
 Total hours for TMS 9  
 Time Sheets with no entries (TMS=1)  
 Time Entered and/or Approved after Cut-off  
 Time Approved but not Transferred  
 Reported hours vs plan hours for TMS 1

4. Click on [EXECUTE]

1. Change dates if needed [01/01/2017 - 01/31/2017]

2. Enter Payroll [CL]

3. Select this option [Reported hours vs plan hours for TMS 1]

The Time Reconciliation Report for Reported hours vs. plan hours for TMS 1 report will display as shown below.

Time Reconciliation Report														
<b>Report option</b>		Reported hours vs plan hours for TMS 1												
<b>Workdate</b>		01/11/2016 - 01/15/2016												
<b>Run Date/Time</b>		11/09/2016 14:25:01												
<b>System</b>		PR1/910												
<b>Cost Center</b>		= 1853601												
<b>Employment Status</b>		= 3												
<b>Static</b>		= 10 20 30												
Cost Cent.	Division	Division Text	PArea	Person Id	PersNo.	Last name First name	WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
1853601	1024301	Local District East	SM				4C_PTCAF	4.00	20.00	0.00	20.00	0.00	0.00	0.00
1853601	1024301	Local District East	CL				4CCPT	6.00	30.00	0.00	30.00	0.00	0.00	0.00
1853601	1024301	Local District East	SM				4C_PTCAF	4.00	20.00	0.00	20.00	0.00	0.00	0.00
1853601	1024301	Local District East	SM				4C_PTCAF	6.50	32.50	0.00	32.50	0.00	0.00	0.00
1853601	1024301	Local District East	CE				AC_06	6.00	30.00	0.00	30.00	0.00	0.00	0.00

### How to Identify Employees with Under - Reported Assigned Plan Hours

Per the example, the **Difference** field shows a negative amount. This means that there are no hours currently reported. Review the employee's time sheet to verify that the hours are correct.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4C_PTCAF	6.50	0.00	0.00	32.50	32.50-	0.00	0.00

### How to Identify Employees with Unapproved Time

Per the example, the **Reported Unapproved and Plan Hrs** match. This means that the time has been reported, but is still pending approval.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4CBPT	6.00	0.00	30.00	30.00	0.00	0.00	0.00

### How to Identify Employees with Assigned Plan Hours Reported and Approved

Per the example, the **Reported Approved and Plan Hrs** match. This means that the employee's time has been reported and approved. The reported approved hours match the total assigned hours for the week.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4CCPT	6.00	30.00	0.00	30.00	0.00	0.00	0.00

### How to Identify Employees with Over-Reported Assigned Plan Hours

Per the example, the **Difference** field is positive. This means the employee is over the current assigned hours for the week. Check the employee's time sheet to verify that the hours are correct.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4C_PTCAF	4.00	30.00	0.00	20.00	10.00	0.00	0.00