

# Time Reconciliation Report

## Time Entered and/or Approved After Cut-Off

## Payroll Administration

February 20, 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. 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



#### Benefits of Running the Time Entered and/or Approved After Cut-off Report:

The report option **Time Entered and/or Approved After Cut-Off** allows users to identify employees that will not receive pay for time worked within the pay period due to:

- Time entries being reported after the designated payroll area cut-off date
- Time entries being approved after the designated payroll area cut-off date
- Time entries not yet approved within the designated payroll area cut-off date

Utilizing the above report option will assist users in identifying underpaid employees. As a result, efforts in early detection, notification and resolution can occur immediately.

Use the following instructions to generate the **Time Entered and/or Approved After Cut-Off** 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 **Time Entered and/or Approved after Cut-off**.
- Enter the day after cut-off in **POST CUTOFF DATE**.
- Click on **EXECUTE** to generate the report.

**Time Reconciliation Report**

4. Click on [EXECUTE]

Search Help

Period  
Reporting Period: Other Period | 12/01/2016 - 12/31/2016 | Change dates if

Selection Criteria

Person ID		[+]
Personnel Number		[+]
Employment Status	3	[+]
Personnel area		[+]
Personnel subarea		[+]
Employee group		[+]
Employee subgroup		[+]
Payroll area	CE	[+]
Cost Center	1802801	[+]

1. Enter Payroll

Report option

2. Select this Option

Time in CATS

Time in CATS not yet Approved

Total hours for TMS 9

Time Approved in CATS compared to Time Evaluation Results

Time Sheets with no entries (TMS=1)

Time Entered and/or Approved after Cut-off

Time Approved but not Transferred

Time Transferred but not Evaluated

Reported hours vs plan hours for TMS 1

Timesheet selections

3. Enter the day after the cut-off

Post Cutoff date: 12/16/2016

The Time Reconciliation Report for **Time Entered and/or Approved after the Cut-off** will display as shown below.

Time Reconciliation Report																			
Report option		Time Entered and/or Approved after Cut-off																	
Workdate		01/01/2016 - 01/31/2016																	
Run Date/Time		02/11/2016 09:36:50																	
System		QR1/910																	
Cost Center		= 1853601																	
Person ID		=																	
Employment Status		= 3																	
Post Cutoff date		= 01/21/2016 to 02/01/2016																	
Person ID	Pers.No.	Last name	First name	Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT Hours/Amount	MU	Prem. no.	Created on	Time	Created by	Approved by	Approval date	Status
				1853601	CL	4E_08JBB	9	8.00	01/04/2016	VA			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered
				1853601	CL	4E_08JBB	9	8.00	01/11/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered
				1853601	CL	4E_08JBB	9	8.00	01/12/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered
				1853601	CL	4E_08JBB	9	8.00	01/13/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered
				1853601	CL	4E_08JBB	9	8.00	01/14/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST	TA1853601_ST	01/25/2016	Approved
				1853601	CL	4E_08JBB	9	8.00	01/15/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST	TA1853601_ST	01/25/2016	Approved

Status of Time Entered

The following example displays time entries that have been reported and approved after the cut-off date.

Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT Hours/Amount	MU	Prem. no.	Created on	Time	Created by	Approved by	Approval date	Status
1853601	CL	4E_08JBB	9	8.00	01/14/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST	TA1853601_ST	01/25/2016	Approved
1853601	CL	4E_08JBB	9	8.00	01/15/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST	TA1853601_ST	01/25/2016	Approved

The following example displays a time entry that has been reported, but not yet approved.

Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT Hours/Amount	MU	Prem. no.	Created on	Time	Created by	Approved by	Approval date	Status
1853601	CL	4E_08JBB	9	8.00	01/04/2016	VA			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered
1853601	CL	4E_08JBB	9	8.00	01/11/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered
1853601	CL	4E_08JBB	9	8.00	01/12/2016	PD			8 H	01/25/2016	16:45:42	TK1853601_ST			Entered