




Time Tracking Reports

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Time Tracking Reports

Time tracking reports enable you to view select information about time tracking. Each report enables you to generate information based on your specific needs and view that information by date range, status, or other parameters you specify. The reports can be printed, saved, downloaded, or exported.

The table below lists all time tracking reports. You can locate each report by navigating to  **MENU** >

Administrative Access > Time Tracking and selecting the report you wish to generate under *Reports*. For each report, you can view a description and a sample of the report. For more detailed information on each report, you can locate the respective article in the Help Center by searching "Generating" followed by the report name.

Report	Description
Employee Schedules Missing Assignment Pay Type	Enables users to generate a list of employee schedule transactions on detailed schedules that do not have an Assignment Pay Type attached to them. Click here to view a sample of this report.
Supervised Employees Timesheet Weeks	Enables users to generate a list of Timesheet Weeks for the employees they supervise. Click here to view a sample of this report.
Time Tracking Pay Schedule Comparison	Enables users to generate a list of employees' shortages and overages for the Assignment Pay Types and Pay Schedules that differ from their primary assignment pay type. Click here to view a sample of this report.
Timesheet Week Detail	Enables users to view time transaction details within a specified date range. Click here to view a sample of this report.
Timesheet Weeks	Enables users to generate a list of existing Timesheet Weeks. Click here to view a sample of this report.
Timesheet Weeks Waiting for Approval	Enables users to generate a list of Timesheet Week records that have a status of Waiting for Approval. Click here to view a sample of this report.
Unsubmitted Timesheet Weeks	Enables users to generate a list of Timesheet Weeks with a status of Unsubmitted. Click here to view a sample of this report.
Weekly Exceptions	Enables users to generate a list of weekly employee time tracking exception records for all employees. Click here to view a sample of this report.
Weekly Exceptions (Supervisor)	Enables users to generate a list of weekly employee time tracking exception records for the employees they supervise. Click here to view a sample of this report.