

Time Summary Report - by Employee

Occasionally, you may receive a request from an employee for a summary of their reported time. The Time Summary Report has been modified for that purpose. In addition to running the report for your entire department for a given period, you may also run the report for a single employee for as broad a time period as you choose.

The screen shot below shows the new EmplID field and how to specify a single employee. On this example, an employee ID has been typed in and the From Date has been entered as 2/1/05, and the Thru Date 4/15/05. You could set it for as long or short a period as you choose.

On the back of this sheet, notice that the output report includes three absences in January. The reason that those absences appear is that they were entered into the system on February 2nd. As has been the case with the Time Summary report, the date criteria is used to find all workdays within the range and any time reported within the date range even if the work dates fall outside the period selected. We hope that this report will be useful to you and your Administrator.

NOTE: When running this report for a visiting teacher or classified sub, use the group 5998H and the employee's ID. The report will return a record of all dates reported for the employee within your date range regardless of the site where the employee reported to work. (To see only those who reported to **your** site, you must enter Group ID 5998H, From and Thru Date, Check Substitute Assignments box, enter your site Location Code, and the employees EmplID.)

Time Summary Page

TL Time Summary

Run Control ID: Time_Summary_Salary [Report Manager](#) [Process Monitor](#)

*Group ID: 55448 SAL Payroll Unit

*From Date: 02/01/2005 *Thru Date: 04/15/2005

Substitute Assignments SetID: SDUSC

Location Code:

EmplID 106964 McElrath,Kay

Report ID: SDTL275

PeopleSoft
TIME SUMMARY
Group ID: 5544S
From 02/01/2005 thru 04/15/2005

Page No. 1
Run Date 11/03/2005
Run Time 09:56:38

Account Cd	Descr	Department/Description	Resource	Budget	Account Program	Class	Fund	Extended	Project
Type Emplid Name		Rcd Department/Description	Jobcode/Description			Date	QTY	TRC	Location/Description
Comments									
No account code									
S	106964	McElrath,Kay	0	5544-Payroll Unit	1625-Mgr--Payroll/Benefits	01/05/2005	6.00	PRB	
S	106964	McElrath,Kay	0	5544-Payroll Unit	1625-Mgr--Payroll/Benefits	01/06/2005	8.00	PRB	
S	106964	McElrath,Kay	0	5544-Payroll Unit	1625-Mgr--Payroll/Benefits	01/07/2005	8.00	FLH	
S	106964	McElrath,Kay	0	5544-Payroll Unit	1625-Mgr--Payroll/Benefits	02/24/2005	2.00	VAC	
S	106964	McElrath,Kay	0	5544-Payroll Unit	1625-Mgr--Payroll/Benefits	03/07/2005	2.50	VAC	