The Time Detail Report shows the time and leave entered into the employee’s timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc. Timekeepers may consider producing the time detail report if they would like a summary of hours for the more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

**ACCESS AND PRODUCE TIME DETAIL REPORT**

1. To access Reports from the Manage My Department (Default tab), select the applicable genie (at the top left) by clicking the drop down arrow or insert the name or employee id in the quickfind field.
2. Click on the applicable pay period and the select the hyperfind at the top right.
3. Click on the Go To icon and select Reports
4. Click on Reports (located on the right of your timecard in blue tool bar)
5. Click on Timecard (a list of reports will appear)
6. Click on Time Detail

7. The People field, has a list of options such as Previously Selected Employees (click drop down for additional options).

8. Select Time Period by clicking on the drop down arrow. You have several options including selecting a range of dates.


10. The report Status Column will show as waiting. When the Status changes to Complete, you may click on View Report.
11. The report will open as a PDF and is displayed below.

![](image)

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Apply To</th>
<th>In Punch</th>
<th>In Exh</th>
<th>Out Punch</th>
<th>Out Exh</th>
<th>Override Amount</th>
<th>Adj/Em Amount</th>
<th>Money Amount</th>
<th>Day Amount</th>
<th>Totalized Amount</th>
<th>Cum Tot Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/13/2017</td>
<td>6:00 AM</td>
<td>5:00 PM</td>
<td>5:00 PM</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
<td>24.00</td>
<td>24.00</td>
<td></td>
</tr>
<tr>
<td>3/14/2017</td>
<td>6:00 AM</td>
<td>5:00 PM</td>
<td>5:00 PM</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>16.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/15/2017</td>
<td>6:00 AM</td>
<td>5:06 PM</td>
<td>5:00 PM</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>24.00</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>