CalTime: Time Detail Report

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. Employees 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. Click on Reports (located on the right of your timecard in blue tool bar)

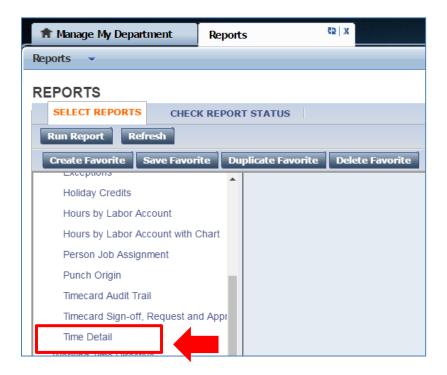
★ Manage My Department <a>C +		
Timecard Approval	•	
Select Pay Period for Approvals ? Clear Exception Errors Approve Timecards	Next ►	
Select Pay Period for Approvals		Timecard Ap
Time Period Previous Pay Period 🔽		Audits
HyperFind Biweekly	_	_
Save		Reports

2. Click on Timecard (a list of reports will appear)

🏦 Manage My Departmen	t Reports	X 25
Reports 👻		
REPORTS		
SELECT REPORTS	CHECK REPORT STATUS	
Run Report Refresh		
Create Favorite Save	Favorite Duplicate Favori	te Delete Favorite
+ All		
+ Accruals		
+ Configuration		
+ Detail Genie		
+ Roll-Up Genie		
+ Scheduler		
+ Timecard		
+ Working Time Directive		

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3. Click on Time Detail



- 4. The **People** field, has a list of options such as Previously Selected Employees (click drop down for additional options).
- 5. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.
- 6. Click on Run Report. A new screen will open.

REPORTS		
SELECT REPORTS CHECK REPORT STA	TUS	
Run Report Refresh		
Create Favorite Save Favorite Duplicat	e Favorite Delete Favorite	
+ All	<u> </u>	
+ Accruals	THE SETAN	
+ Configuration	TIME DETAIL	
+ Detail Genie	Description	Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code
+ Roll-Up Genie		only (separately listing combined pay codes).
+ Scheduler	People	Previously Selected Employee(s) V
_ Timecard	Time Period	Current Pay Period
Accrual Debit Activity Summary		
Accrual Debit Activity with Graph	Page Break between Employees	No 🔻
Accrual Detail	Actual/Adjusted	Show hours worked in this period only.
Employee Transactions and Totals	Sort by	Default v
Exceptions	Output Format	Adobe Acrobat Document(.pdf)
Holiday Credits		Autobal Document(.pui)

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7. The report Status Column will show as waiting. When the Status changes to Complete, you may click on View Report.

REPORTS

SELECT REPORTS	CHECK REPORT	STATUS				
View Report Ref	resh Status Dele	te				
Name	Search				_	
Report Name	Format	Date In V	Date Done	Status	Output	User
Time Detail	pdf	3/15/2017 11:28AM		Waiting	Screen	supervisor
Time Detail	pdf	3/15/2017 11:26AM	3/15/2017 11:27AM	Complete	Screen	supervisor

8. The report will open as a PDF and is displayed below.

Time Detail Time Period: Query: Actual/Adjusted:	Previ	nt Pay Period ously Selected Em r hours worked in th					Execute Printed		3/15/20 supervi		
		mours worked in a	iis period on			-		-	Each Employe	e.	IND
Employee: Copelar	nd, Bob			ID: 012345		Time Zone:		Pacific			
Status:	Active		S	tatus Date: 7/20	0/2015	Pay Rule:		PPSM_NonE	Ex_OTP Day	y 60d	
Primary Account DTLAB-ASST4-SSDA	TA/-/-/0			Start 8/28/2016	End Forever						
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment			Work Rule						
3/13/2017		8:00:00 AM		5:00:00 PM						8.00	8.00
3/14/2017		8:00:00 AM		5:00:00 PM						8.00	16.00
3/15/2017		8:00:00 AM		5:00:00 PM						8.00	24.00

Labor Account Summary	Pay Code	Hours	Money	Days
DTLAB-ASST4-SSDATA/				
	C-Holiday Lookback	24.00		
	C-Total Hours	24.00		
	Regular	24.00		
Combined Pay Code Summary	Pay Code	Hours	Money	Days
	C-Holiday Lookback	24.00		
	C-Total Hours	24.00		
Totals:		48.00	\$0.00	0.00
Pay Code Summary	Pay Code	Hours	Money	Days
	Regular	24.00		
Totals:		24.00	\$0.00	0.00