eTimesheets Business Objects Reports

General Information:

1. The “%” key serves as a helpful “wildcard” for retrieving specific information. As examples:
   - “%” in the Department field pulls all the departments in an approver’s purview.
   - LastName% in the Name Field pulls anyone with that last name in the approver’s purview.
2. Any of the reports can be saved as a PDF or downloaded to Excel from the “Document” drop-down menu on the left side of the page.

Descriptions of Available Reports:

**Timesheet Detail Report by Employee Name** - These reports will be the primary reports you’ll use to retrieve historic eTimesheet information. The report can be generated for a single employee, an entire department or multiple departments, for a single pay period or for a range of pay periods. The output appears in much the same format as the original eTimesheet and provides the following information:
   - Employee name and ID number
   - Department name and number
   - Other job and pay period information
   - The status of the timesheet (e.g. LOADED. Note: A LOADED timesheet has been processed.)
   - All start and end times by day for both weeks of the pay period
   - All leave usage and other paid hours by day
   - Timesheet center distributions (and any change to the distribution)
   - Date and time the timesheet was submitted
   - Name of the timesheet approver and date/time the timesheet was approved

**Timesheet Detail Report by Employee ID** – This report is the same as the Time Detail Report by Employee Name, except employee ID rather than name is used as the primary identifier.

**Timesheet Detail Report by Department** – This report produces the Time Detail Report for all employees within in a home department, for a single pay period or a range of pay periods.

**Timesheet Summary Report by Department** – This report is designed for reconciling eTimesheet hours to the WALDO Home Department Labor Distribution by Hours report. The output is sorted by job code and includes the following information:
   - Department name and number
   - Employee name and ID number
   - Pay period information
   - Total hours worked, leave usage, and other paid hours for the pay period by employee
   - Hours totaled by job code
   - Hours totaled for the entire home department
Timesheet Administration Approved Report – This report identifies any timesheet which was processed without preferred approver action. The report provides:

- Department name and number
- Employee name and ID number
- Pay period information
- Name of the Preferred Approver