Scheduling EmpCenter Reports

Location for additional information: http://oregonstate.edu/~dennisb
Did you know that everyone has a personal webpage? Log in to http://onid.oregonstate.edu/ for details

AABC Video Training: http://oregonstate.edu/dept/fa/bc/aabc/video-training

Overview

1. Navigate to EmpCenter Report Scheduling
2. Examples for supervisors and business center staff
3. View differences in output format (pdf, html, csv, excel)
4. My Scheduled Reports tab
   a. Include inactive report schedules
   b. Resizing the window
5. Timesheet Deadlines (http://mytime.oregonstate.edu/)

Example #1

Give me a list of my employees showing whether they’ve submitted their timesheet and also whether I’ve approved it.

Navigate to: Manager Reports, Time Sheet Reports, OSU Time Sheet Approval History

Start Date: 30 days before run date
End Date: 2 days before run date
Assignment Group: Your employees
Frequency: Monthly on the 17th of the month, sometime before noon
Check “No End Date” box
Scheduling EmpCenter Reports

Example #2
Give me a list of my employees who have RED ERRORS on their timesheet
   Navigate to: Manager Reports, Exception Reports, Time Sheet Exceptions Within Date Range

Run it every day showing yesterday’s red errors (1 day before run date)
   Or, Run it every Monday showing last week’s red errors
   Or, Run it on the 10th of every month (before mid-month timesheets are due)

Assignment Group: Your employees

Exception Codes (Hold Control key while clicking on codes)
   1. Employee Not Active
   2. Exceeds 24 Hrs in a day
   3. Missing Swipe
   4. More than 12 Hours on a day
   5. Out time before in time
   6. Overlapping Punches

Lowest Severity to Report: Error (Not Paid)

Frequency: Daily or Weekly
Scheduling EmpCenter Reports

**Example #3**
Give me a list of my student employees who have run out of work study. This is a variation on the 2nd example.

Navigate to:  Manager Reports, Exception Reports, Time Sheet Exceptions Within Date Range

Start Date:  30 days before run date
End Date:  1 days before run date
Assignment Group:  Your employees
Exception Codes
1. Work Study Bank is Exhausted

Lowest Severity to Report:  Error (Warning)
Frequency:  Your choice

**Example #4**
Show me the costs of my hourly employees who worked yesterday.

Navigate to:  Manager Reports, Financial Reports, Time Sheet Output Query

Start Date:  1 day before run date
End Date:  1 day before run date
LD1:  All
LD2:  All
Pay Codes (Hold Control key while clicking on codes)
1. Clock
2. Overtime Earned
3. Worked Hours

Frequency:  Daily
Apply Macro to csv:  EmpCenter_TimeWorked_Emp OR EmpCenter_TimeWorked_Assn()

**Example #5**
Give me an extract of my student/temp entries for the last 4 months

**Questions & Answers**
Scheduling EmpCenter Reports

Timesheet Deadlines: [http://mytime.oregonstate.edu/](http://mytime.oregonstate.edu/)

### 2014 – Monthly (Salaried) Timesheet Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Salaried Employees Submit Timesheets to Supervisor by 5pm</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>4</td>
<td>31</td>
</tr>
<tr>
<td>Feb</td>
<td>4</td>
<td>26</td>
</tr>
<tr>
<td>Mar</td>
<td>4</td>
<td>31</td>
</tr>
<tr>
<td>Apr</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>May</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>Jun</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>Jul</td>
<td>4</td>
<td>31</td>
</tr>
<tr>
<td>Aug</td>
<td>4</td>
<td>29</td>
</tr>
<tr>
<td>Sep</td>
<td>4</td>
<td>30</td>
</tr>
<tr>
<td>Oct</td>
<td>4</td>
<td>31</td>
</tr>
<tr>
<td>Nov</td>
<td>4</td>
<td>26</td>
</tr>
<tr>
<td>Dec</td>
<td>4</td>
<td>31</td>
</tr>
</tbody>
</table>

Note: salaried employees are paid with a one month lag. The timesheet submitted each month is for the previous month (i.e., on January 4th you are submitting the December timesheet).

### 2014 – Mid-Month (Hourly) Timesheet Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Hourly Employees submit Timesheets to Supervisor by 5pm</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>16</td>
<td>31</td>
</tr>
<tr>
<td>Feb</td>
<td>16</td>
<td>26</td>
</tr>
<tr>
<td>Mar</td>
<td>16</td>
<td>31</td>
</tr>
<tr>
<td>Apr</td>
<td>16</td>
<td>30</td>
</tr>
<tr>
<td>May</td>
<td>16</td>
<td>30</td>
</tr>
<tr>
<td>Jun</td>
<td>16</td>
<td>30</td>
</tr>
<tr>
<td>Jul</td>
<td>16</td>
<td>31</td>
</tr>
<tr>
<td>Aug</td>
<td>16</td>
<td>29</td>
</tr>
<tr>
<td>Sep</td>
<td>16</td>
<td>30</td>
</tr>
<tr>
<td>Oct</td>
<td>16</td>
<td>31</td>
</tr>
<tr>
<td>Nov</td>
<td>16</td>
<td>26</td>
</tr>
<tr>
<td>Dec</td>
<td>16</td>
<td>31</td>
</tr>
</tbody>
</table>

Note: hourly employees do not have a lag in payroll processing. The timesheet submitted each month is for the current month (i.e., on January 16th you are submitting the December 16 – January 15th timesheet).