

# PAYROLL

## New Time & Labor Report

To assist departments with tracking student and temp hours for employees who work in multiple departments or have multiple jobs in the same department we have created a new query that can be run by Department Time Administrators and Supervisors.

The report name is: **Temp and Student Reported Time – all Departments** and is located under the Queries section on the Main page in the Time and Labor WorkCenter.

The report is designed to be run on individual students. As pictured below, you need to enter a date range and the student/temp ID to see the number of hours entered in each department and under each position.

TL WorkCenter Home

Main Links

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- Time Needing Approval
  - Pending Reported Time (2)
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    - Reported Time Summary
    - Temp & Student Reported Time - all Depts**

N\_HRTL\_MSS\_RPTD\_TIME\_TMP\_STU - Reported Time S

From:

Thru Date:

EMPLID:

View Results

ID	Empl Record	LN, FN	Position	Rpt Dt	TRC	TRC Description	Quantity	Task Profile ID
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Below is an example of a report and the results showing the individual worked in two different departments. It provides the Position number, the dates, the hours and the department information.

You can also export the data, as with the other reports processed in the WorkCenter.

From:

Thru Date:

EMPLID:

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All

ID	Empl Record	LN, FN	Position	Rpt Dt	TRC	TRC Description	Quantity	Task Profile ID	Task Profile	Taskgroup	Dept ID	Department	Reported Status	Comments
1	0		00032480	11/30/2020			4.000000			PNONTRC	10211	Biological Sciences	Needs Approval	
2	0		00032480	12/01/2020			4.000000			PNONTRC	10211	Biological Sciences	Needs Approval	
3	0		00032480	12/03/2020			1.250000			PNONTRC	10211	Biological Sciences	Needs Approval	
4	1		00027949	11/30/2020			4.000000			PNONTRC	11100	School of Forestry	Needs Approval	
5	1		00027949	12/02/2020			4.000000			PNONTRC	11100	School of Forestry	Needs Approval	

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