**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.

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.