

We are currently updating our site; thank you for your patience.

HUMAN RESOURCES

EMPLOYEES – REPORTS (EMPLOYEE TIME SHEETS)

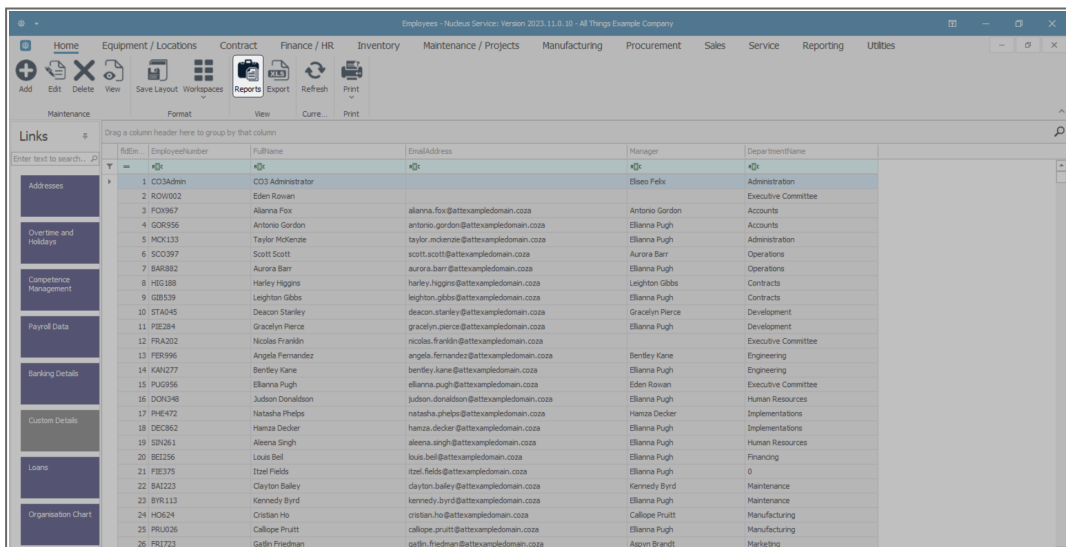
Ribbon Access: Finance / HR Employees



The **Employees** listing screen will open.

SELECT REPORTS

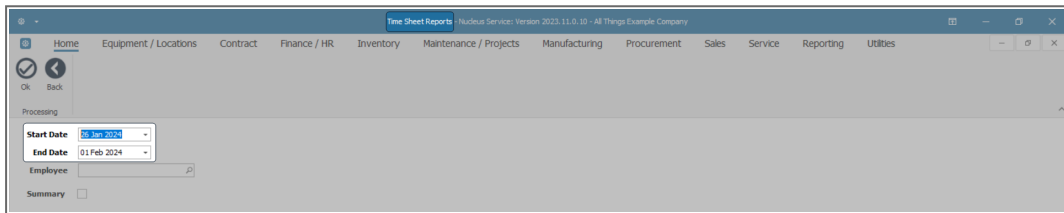
- Click on **Reports**.



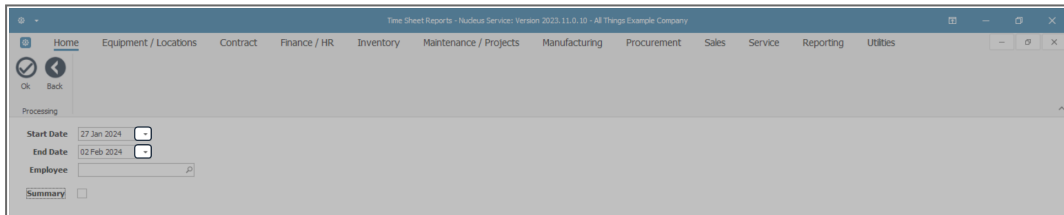
- The **Time Sheet Reports** screen will open.

SELECT DATE PARAMETERS

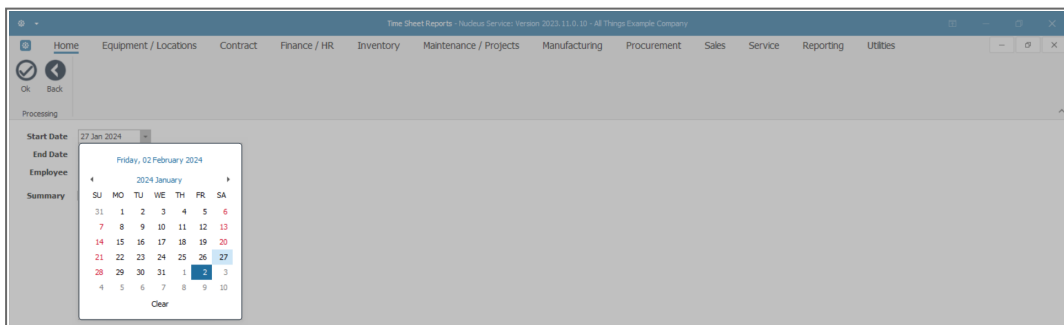
- **Start Date:** This will auto populate with the date 7 days prior to the current date.
- **End Date:** This will auto populate with the current date.
- If you wish to **change** the range, **type in** the correct dates in each date field.



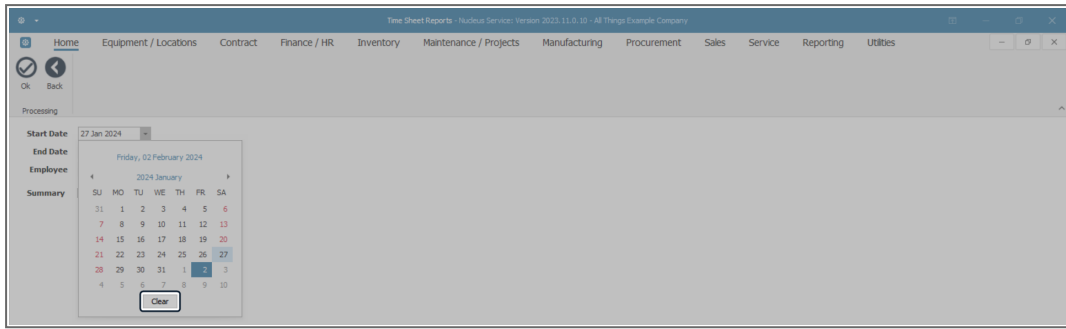
- Or click on the **drop-down arrow** in each date field to make your selection.



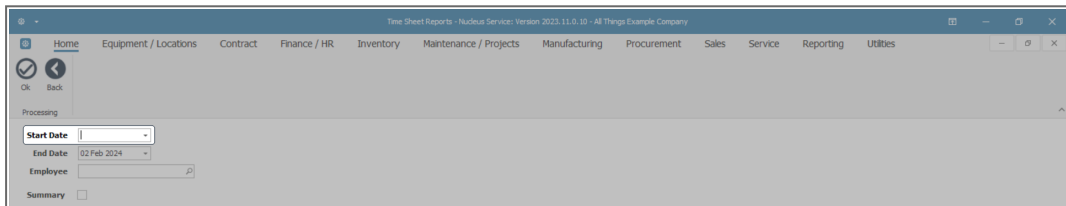
- The **calendar** feature will open.
- Select the **date range** that you wish to view.



- Or click on the **Clear** button on the **drop-down calendar**.

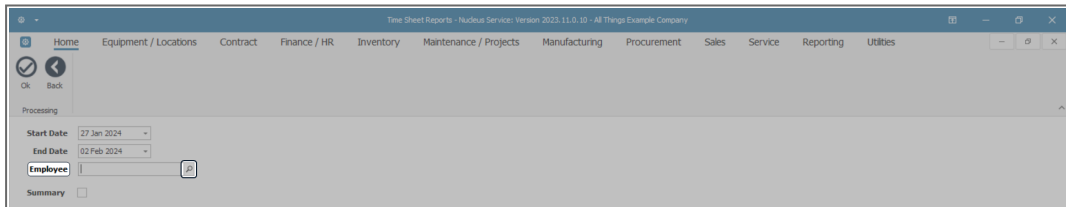


- The **date field** will be blank and you can **type in** the correct date.

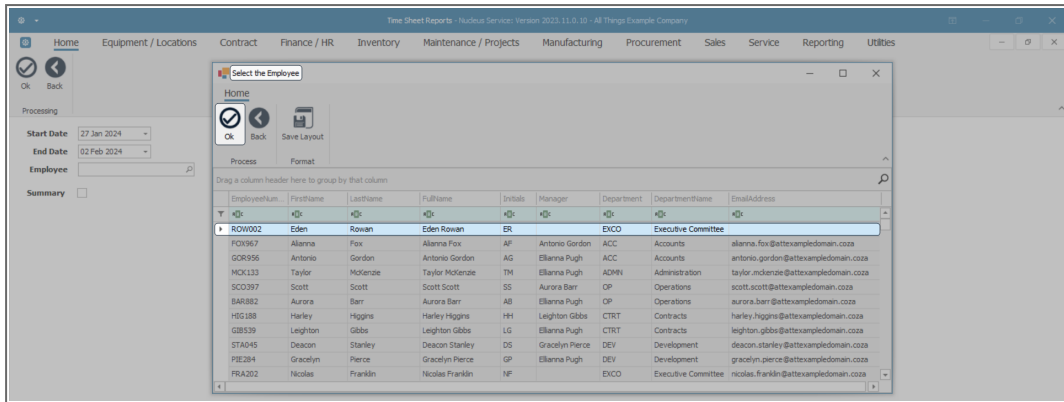


SELECT EMPLOYEE

- Click on the **search** button in the **Employee** field.



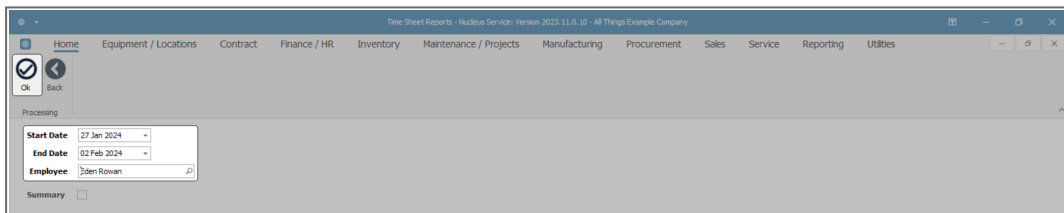
- The **Select the Employee** screen will pop up.
- Select the **row** of the relevant employee.
- Click on **Ok**.



- The employee name will now be displayed in the **Employee** field.

PRINT EMPLOYEE TIME SHEET REPORT

- Leave the **Summary** check box un-ticked for an employee Time Sheet Report.
- Click on **Ok**.



SELECT REPORT OPTIONS

- The **Detailed Time Sheet Report** preview screen will open.
- From here you can use the toolbar to **View, Print, Export** or **Email** the Report.
- **Close** the report preview screen when you are done.

Project Ref	Project Desc	WO Code	WO Desc	Date	Hours	Comments
PR30000003	Test Project Dept Assoc	KW00000007	Service printer	31 Jan 2024 00:00:00	1.50	Printer serviced and tested successfully
Total Hours :					<u>1.50</u>	

PRINT SUMMARY TIME SHEET REPORT

- In the **Time Sheet Reports** screen -
- Select the **Start Date** and **End Date**.
- Leave the **Employee** field blank for a **Summary Time Sheet Report**.
- Click in the **Summary** check box.
- Click on **Ok**.

VIEW TIME SHEET SUMMARY

- An **Excel** spread sheet will open.
- Here you can view the **Time Sheet Summary** of all employees for the selected dates.
- Either **Close**, or minimise the spread sheet screen to return to the **Time Sheet Reports** screen.

	A	B	C	D	E	F	G	H	I	J	K	L
1	EmployeeID	First_Name	Last_Name	WO_Code	WO_Desc	20240126	20240127	20240128	20240129	20240130	20240131	20240201
2	2	Eden	Rowan	KWO0000007	Service printer	0	0	0	0	0	1.5	0
3	9	Leighton	Gibbs	KWO0000010	IT System Support	0	0	0	0	0	0	5
4	44	Forest	Wood	KWO0000008	Training Nucleus Service	0	0	0	0	0	0	2
5	1017	David	Bond	KWO0000003	Testing v2023.11.0.10 vs v2.5.14	0	0	0	0	0	0	8
6	1017	David	Bond	KWO0000007	Service printer	0	0	0	0	0	0	0.25
7	1020	Bryan	Elmo	KWO0000006	123456789	0	0	0	0	0	0	8
8	1020	Bryan	Elmo	KWO0000008	Training Nucleus Service	0	0	0	0	0	0	4
9	1021	Evie	Neal			0	0	0	0	0	0	0

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