

TIME AND LEAVE REPORTING

SUPERVISOR REPORTS

In TLR, under Supervisor, right click on Supervisor Reports link to open a new window and select report to view.

Classified Staff without Submitted Timesheet

Use: Track employees who have not created or submitted a timesheet for the pay period.

Select a Value: Select the pay period you wish to search, click on “View Report”.

Comp Time Payout

Use: Current comp time balances for employees and potential for cash out at the end of the fiscal year for unused balances.

Employee Timesheet Status

Use: An overview of the status of all employees’ timesheets for a pay period

Select a Value: Select the pay period you wish to search, click on “View Report”

Hourly Workers without a Meal Break

Use: Before approving timesheets, verify that a meal break of at least 30 minutes was taken for any time worked of five or more hours. Break time should be rounded to the nearest quarter hour.

Select a Value: Begin and End Date, or uncheck Null for specific employee (SID needed), Click on “View Report”.

Hours by Earn Type

Use: Track employees’ total hours and pay by type of work as reported on TLR.

Select a Value: Select beginning and end date, uncheck null if specific employee (SID needed). Select earn type (see description in table below), Click on “View Report”.

Select All	All Pay Types
ADL	Additional Compensation
ASB	Associated Student Body
FTF	Full Time Faculty Contract
FWS	Federal Work Study
HRY	Hourly
LWC	Leave Without Pay, Cyclic
LWO	Leave Without Pay
MLC	Moonlight Contract
MLH	Moonlight Hourly
NTH	Non-Teaching Hourly
OPH	Optional Hours (EPEW)
PTF	Part Time Faculty Contract
PTH	Part Time Faculty Hourly
REG	Regular Pay – Salaried
SDS	Shift Differential Salaried
STU	Student Hourly Pay
SUB	Substitute Faculty
SWS	State Work Study
WFS	Work First Work Study

Hours by Employee Type

Use: Track employees by employee type with total hours reported on TLR and pay for dates selected.

Select a Value: Select Begin Date and End Date. Uncheck null if specific employee (SID needed). Select Employee Type and “Select Value”, Click on “View Report”.

Hours by Work Study

Use: To track work study hours reported on TLR and pay.

Select a Value: Select Begin and End Date (dates within a quarter to track award) and choose Federal, State or Federal & State. Uncheck null if specific employee (SID needed), Click on “View Report”.

Over Time Totals

Use: To track overtime as reported on TLR

Select a Value: Select Pay Period, Click on “View Report”.