TIME & LABOR REPORTS & QUERIES

Query Navigation: Reporting Tools > Query > Query Viewer
Report Navigation: Time and Labor > Reports

	Name	Why is it helpful?
Payroll Processing Weeks	Exception Query (UW_TL_EXCEPTION_QUERY)	Lists exceptions for all employees based on date criteria entered. Payroll Coordinators can use this information to notify managers of problems with their employees' timesheets. This information can also be reviewed on the Exceptions page.
	Needs Approval Query (UW_TL_777_NAR)	Lists timesheet entries entered by employees but not yet approved by supervisors. Payroll Coordinators can use this information to notify approvers of time that needs approval.
	Overtime and Comp Time Report	Lists employees working multiple jobs with actual hours worked exceeding 40 hours in a week. This report should be used to compensate employees who have exceeded FLSA limits between jobs. Hours are totaled based on Time Reporting Codes (TRCs) and exclude time with shift differential TRCs.
	Duplicate Time Query (UW_TL_DUPLICATE_TIME_QUERY)	Identifies employees with multiple jobs where reported time overlaps for a specific period of time across timesheets. Times should be corrected so the employee does not receive duplicate pay.
	No Time Reported Query (UW_TL_NO_RPTD_TIME)	Identifies employees that do not have any reported time for a specific biweekly pay period. This report can be used independently or in conjunction with the Total 80 report.
	Total 80 Report	Lists employees who have total reported hours less than their standard hours (but more than zero) for a pay period. Partial pay period (term/retire/new hire) will appear on this report and should reflect the correct prorated amount. Employees with unapproved absences will appear on this report.
	Payable Time Report	Lists payable time based on payable status. This information can also be found on the following PeopleSoft pages: Approve Time, Payable Time Summary, Payable Time Detail.
	Time Entry Status Query (UW_TL_774_TESR)	Lists positive time reporters who fail to report time for a specific pay period. Very useful when reviewing questions on employees who use web or time clocks, especially when they do not have a schedule.
	Compare Payable Time to Paysheet Report	Lists discrepancies between Payable Time and the Paysheet. This report will assist Payroll Coordinators in reconciling differences.
	Payable Status Report	Lists all payable time for date range and gives processing status (processed, not processed, etc). Report can be run for specific statuses. The report is useful to run for prior periods to identify old time that needs approval or needs to be cleared out.
	Payable Status Query (UW_TL_773_PSR_TLJOB)	Lists all payable time for date range and gives processing status (processed, not processed, etc). Report can be run for specific statuses. The report is useful to run for prior periods to identify old time that needs approval or needs to be cleared out.
	Time Clock and Web Entry Report	Lists time entries that have been created or changed by an employee on their Time Clock or Web Clock timesheet. This can happen when an employee has multiple positions, and one allows them to enter time directly on the timesheet.
	Time Rejected by Payroll Query (UW_TL_772_TRPY)	Lists payable time detail that is rejected by payroll. Payroll Coordinators should investigate why time has been rejected and determine what needs to be updated if the time should be paid.
	Timesheet Report	Creates timesheet for employee to fill out when they do not have access to enter in PeopleSoft.

	Name	Why is it helpful?
Legal Holiday Payroll	Schedule Hours Exceed Legal Holiday Accrual Query (UW_TL_SCH_HRS_EXCEED_LGHOL)	Identifies employees scheduled for more than 8 hours on a legal holiday. Up to 8 hours Legal Holiday will be loaded for eligible employees; therefore, anyone with a schedule that works more than 8 hours may need to make up the time, use other leave time, or have it unpaid.
	SH Work on Legal Holiday Query (UW_TL_SH_WRK_LGHOL)	Identifies employees in employee class 'SH' with time reported on a legal holiday.

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Ad Hoc	Divisional Change since TL Security Query (UW_TL_DIVISION_CHANGE)	Identifies employees who have had a change in their division in job data, but do not have a new effective dated row with updated payroll coordinators or approvers added to their TL Security page.
	Comp Time Balance Query (UW_TL_COMP_TIME_RPT)	Lists comp time balances for employees by department.
	Inactive TL Approvers Query (UW_TL_INACTIVE_APPROVERS)	Lists employees assigned to inactive approvers on the Maintain TL Security page.
	No Assigned Approvers Query (UW_TL_NO_APPROVERS_ASSGN)	Lists employees who do not have any approvers assigned to them
	Schedule Definition Report	List of all the available schedules in HRS. Helps users find a schedule based on Schedule ID, Schedule Type, Start of Work Day, and Days of the Week. All fields on the Run Control page are optional.
	TL Group Membership Query (UW_TL_GROUP_MEMBERSHIP)	Lists employees and the security group they are assigned to.
	Payable Time by TRC Query (UW_TL_775_RTTRC)	Lists of employee Time Reporter Codes based on search criteria provided. This can be used to audit time entered and check time reporting status (who and when entered).
	Time Entry Method for Employee Query (UW_TL_TIME_ENTRY_METHOD)	Lists employees and their time entry method as selected on the TL Security page.
	IP Address Exception Report	This report can be used to determine the IP Address used for any in punch time entry.
	Employees Assigned to Payroll Coordinator Query (UW_TL_EMPLS_ASSIGNED_TO_PYC)	Lists all active and inactive employees assigned to a payroll coordinator.
	Approvers Assigned Query (UW_TL_APPROVERS_ASSIGNED)	Identifies all employees assigned to a particular approver or back-up approver
	Payable Time by Task Query (UW_TL_776_RTT)	Lists payable time by Task ID and Time Reporter Code for given date range. Used primarily by UW Stout, UW Madison Athletics, and UW Madison Housing.

Directory	Active TL Approvers Emails Query (UW_TL_APPROVER_DIRECTORY)	Lists all active approvers' names and email addresses by department.
	TL Backup Approvers Emails Query (UW_TL_BK_APPROVER_DIRECTORY)	Lists all active backup approvers' names and email addresses by department.
	Emails of Payroll Coordinators Query (UW_TL_PYCOORD_DIRECTORY)	Lists names and email addresses of all payroll coordinators by department.

Additional Resources
KB 17481 - TL - Processing Procedure Timeline
KB 17071 - TL - Time and Labor Reports
KB 20530 - TL - Time and Labor Queries