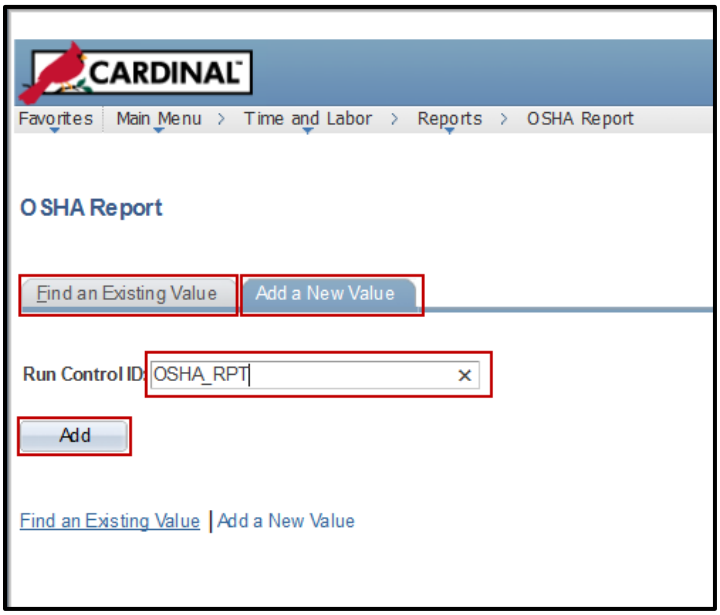
OSHA Reporting

The OSHA Report provides the total number of productive hours worked over a specific time period. The hours are broken down by department / district.

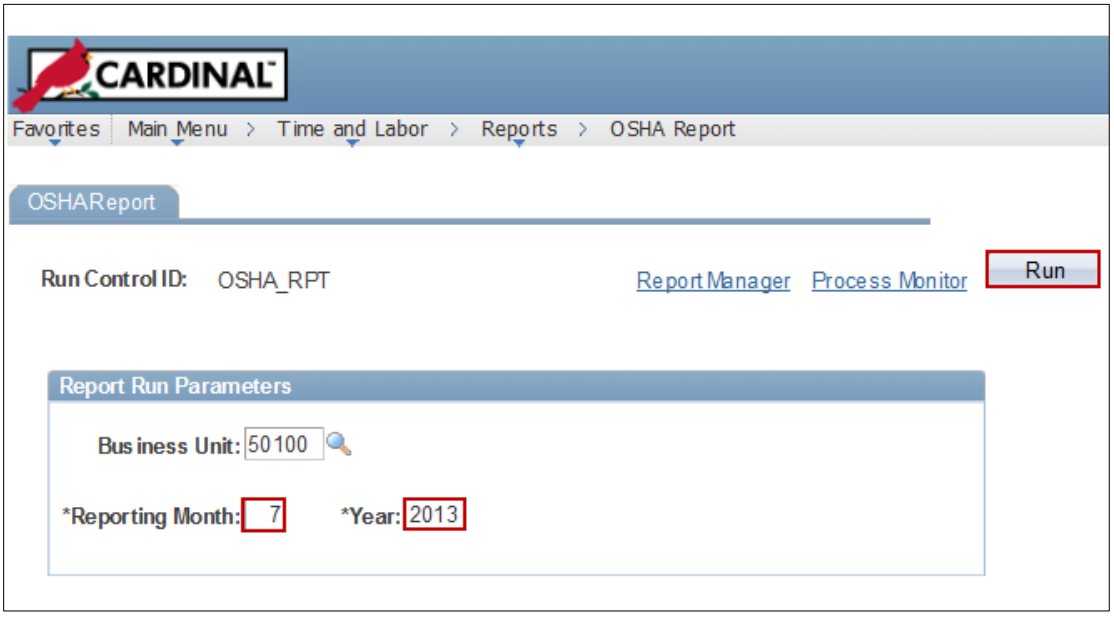
To navigate to the report, go to: **Main Menu > Time and Labor > Reports > OSHA Report.**



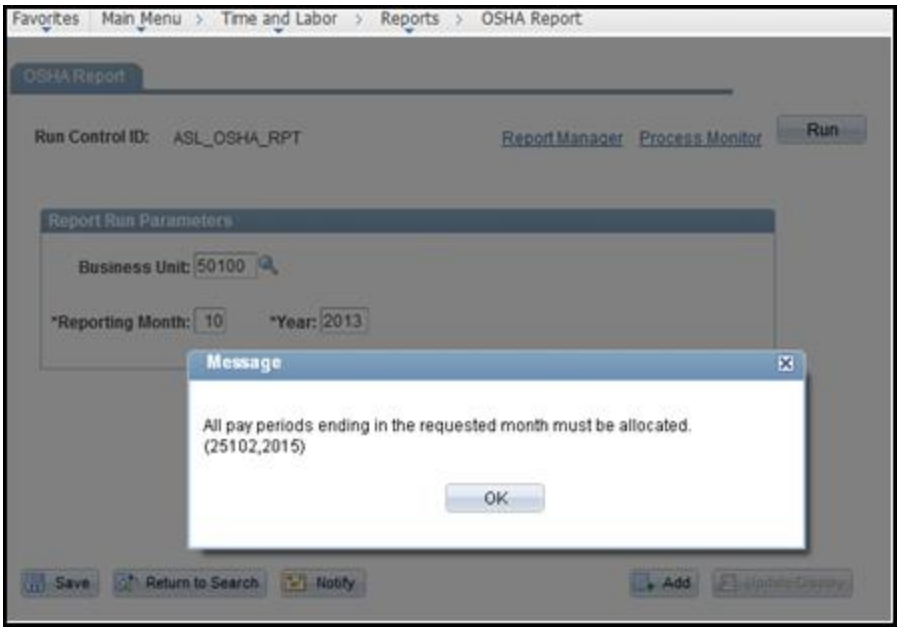
1. If you have never run this report before, click on the Add a New Value tab to add a run control for this report. Enter a Run Control ID and click Add.

You should only add a **Run Control ID** for this report once. You can **never** delete a **Run Control ID**. Once you create **Run Control ID**, you can use the **Find an Existing Value**, to locate it when you want to run

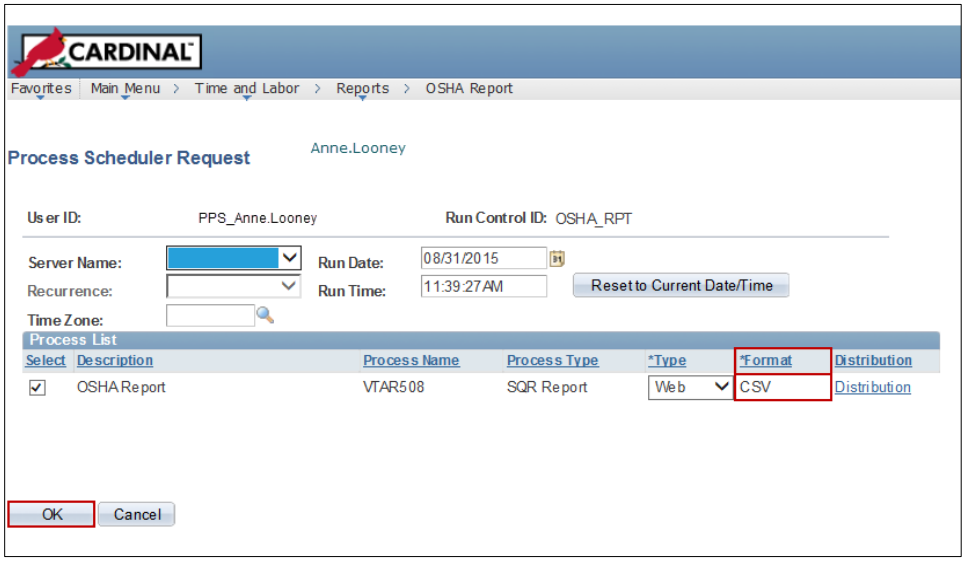
the report again. See SW NAV220 Introduction to Reporting training materials for more information.



2 On the run control, enter the **Reporting Month** and **Year** (Business Unit will default). Then click the Run button. The month is the period in which both hourly and salaried pay period end dates fall. These pay periods must be closed and allocated in order to run the report for that month.

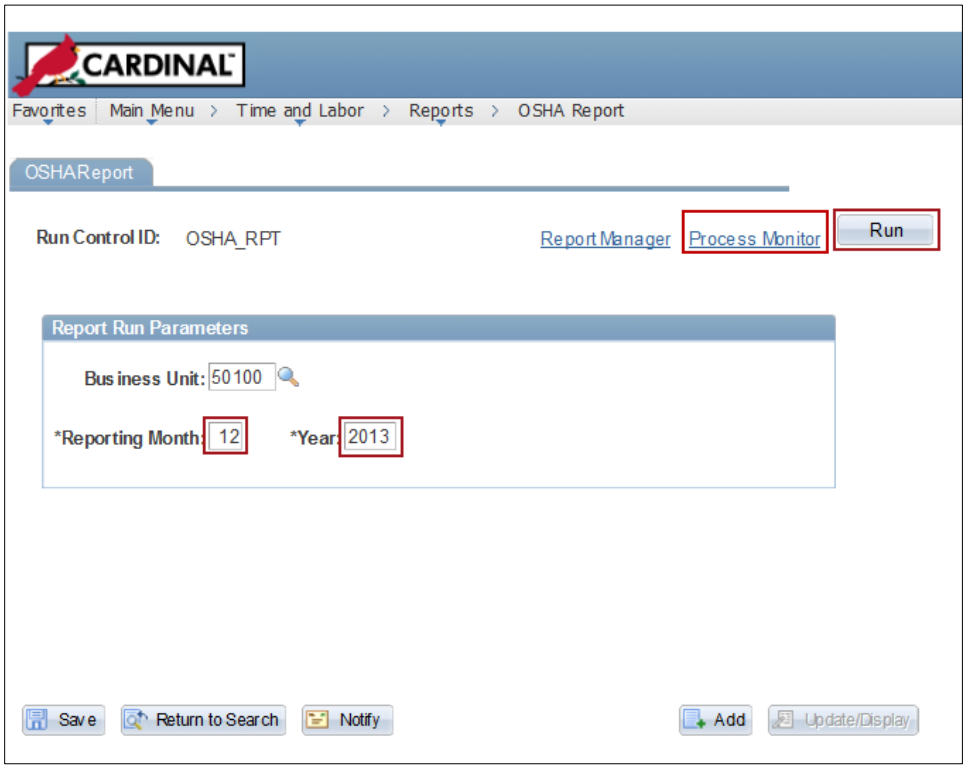


3 If all of the pay periods that end in the month (inclusive of both hourly and salaried) have not been closed and allocated, an error message will be displayed.

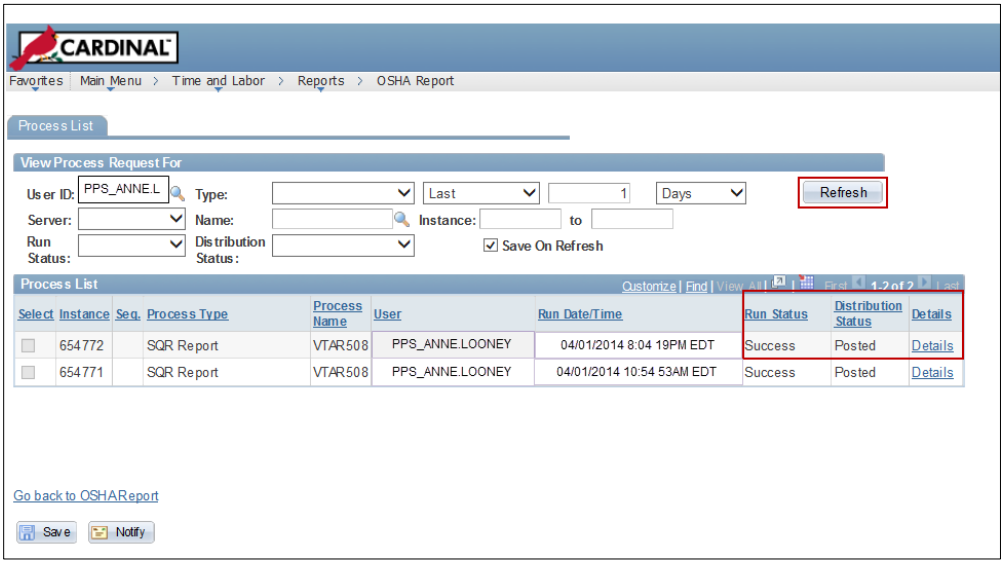


4 Click **Run**. On the **Process Scheduler Request** page, if the **Format** is not **CSV**, change it so that the report can be saved to XLS/XLSX.

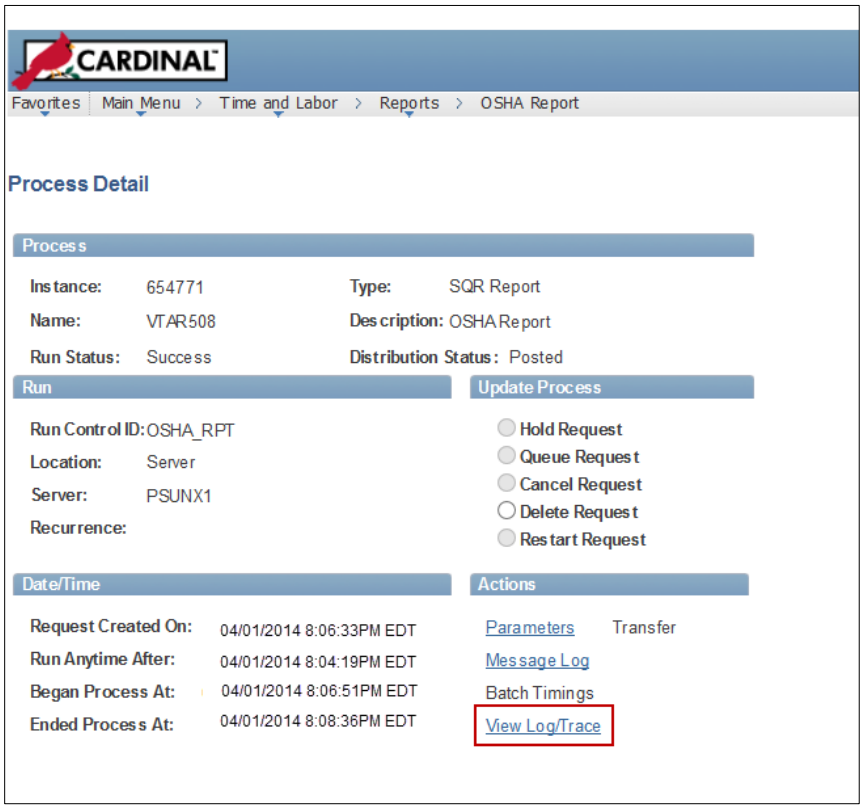
Click **OK**.



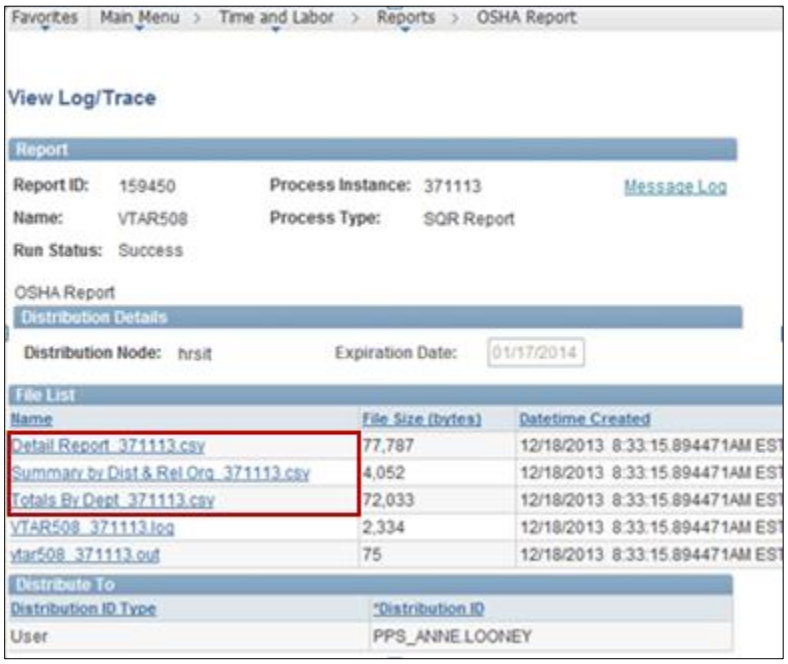
Click on the **Process Monitor** link.



5 The **Process List** page displays. To see the current status of your report, click the **Refresh** button. Once the process is complete (**Run Status** = **Success**, **Distribution Status** = **Posted**), click on the **Details** link.



6 Then click on the **View Log/Trace** link on the **Process Detail** page.



7 The new OSHA report provides the data in 3 different output files that match to the 3 data worksheet tabs previously provided by Cardinal. Click on the 1st file: **Detail Report**. The next screenshots show these three reports compared to those that were previously used.

DEPTID	COE	COH	COP	CPE	ECP	EO1	EO2	EOL	ERG	ES1	OCP	OS1	OT1	OT2	OTL	RGH	RGS	RLW	RSW	UOT	Total
10001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1984.5	0	0	0	1984.5
10003	0	0	1.5	0	0	0	0	0	0	0	0	2	9.5	0	0	348.3	9389	0	0	0	9750.25
10004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7392.3	0	1	102.3	7495.6
10007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	193	2922	0	24	34.5	3173.5
10008	0	0	0	0	0	0	0	0	0	0	0	42.5	0	0	0	0	1485	0	0	25.5	1553
10009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1857.75	0	0	139	1996.75
10011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	64	5333	0	0	87.5	5484.5
10012	0	0	21.4	0	0	0	0	0	0	0	0	0	0	0	0	899.8	1767	24	0	1.5	2713.7
10014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1606.5	0	0	0	1606.5
10015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	9083.35	0	32	69.4	9216.75
10017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	132.9	2991.6	0	0	101.8	3226.3
10020	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	3068.75	0	0	34	3116.75
10021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13846.75	0	0	82.5	13929.25
10024	0	0	5	0	0	0	0	0	0	0	0	2.5	19.5	0	0	0	6576	0	0	65	6668
10025	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	0	23	183
10029	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1393	6776	0	0	0	8169

The **Detail Report.csv** replaces the **Export Worksheet** tab – the detailed results from the current SQL. These are all of the details that go into the summaries and totals provided on subsequent spreadsheet tabs.

Totals have been added to the right-most column for total hours by **DEPTID (**department) as well as totals at the bottom for each TRC.

DEPTID	COE	COP	CPE	CON	ECP	EO1	EO2	EOL	ERG	ES1	OCP	OS1	OT1	OT2	OTL	RGH	RGS	RLW	RSW	UOT
10001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2001.5	0	0	0
10003	0	0	2	0	0	0	0	0	0	0	0	19	10.5	0	0	289.5	9118.85	0	0	0
10004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7390.1	0	0	94.5
10007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	118	1137	0	0	0
10008	0	0	0	0	0	0	0	0	0	0	0	14.5	0	0	0	0	1446.5	0	0	18.5
10009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2398.25	0	0	205.45
10011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	96	5635	0	0	59.6
10012	0	0	0	36	0	0	0	0	0	0	0	0	0	0	0	1069	2025.2	8	0	0
10014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1766	0	0	0
10015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	96	8615.85	0	0	49.5
10017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	139.7	3243.15	0	0	81.2
10020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3138.75	0	0	20.25
10021	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	14309.75	8	0	193.75
10024	0	0	2	0	0	0	0	0	0	0	0	20	91.5	0	0	0	6697.5	0	0	52.3
10025	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	308	0	0	17.5
10029	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	1781.75	7119.2	0	0	0
10030	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	475.5	4992.25	8	0	4
10038	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	371.5	5483.75	0	0	0
10040	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	11689.5	0	0	52
10049	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300.5	0	0	18
10053	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6332.75	26.5	0	8
10054	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1464.5	0	0	0
10055	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	258	8777.1	16	0	107
10056	0	0	0	0	0	0	0	0	0	0	0	58	2	0	0	0	6226.5	0	0	45
10057	0	0	0	0	0	0	0	0	0	0	0	31	456.5	0	0	945.6	13765.35	29	0	58
10059	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	117	2766.4	0	0	81
10060	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	112	4318	0	0	145.25
10071	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1509	0	0	0
10073	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	848	0	0	0
10074	0	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	572.5	0	0	0
10102	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	111	0	0	0	0
10104	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	0	0
10105	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	993	0	0	0
10106	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	331.5	0	0	0
10107	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	872.5	0	0	0
10108	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2344.5	0	0	9
10109	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	294	0	0	0
10110	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	544.5	0	0	26.5
10111	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	472	0	0	0
10112	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1080	0	0	0
10113	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	405	0	0	0
10114	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	108	5709.5	0	0	29

Sep 2013 - Export Worksheet / SQL / Recon DeptID Curr Month to Prev / TotalCount_20130910 / SalCount / HrlyCount / Aug8

8 For reference, this is the old tab **Export Worksheet**.

Totals By Dept_371113.csv [Read-Only]

	A	B	C	D	E	F
1	Dist/CO &Desc	Related D	Related DEPTID &Desc	Emp DEPT	Emp DEPTID & Desc	Total Hrs
2	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10001	10001-Commissioner's Office	1984.5
3	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10003	10003-Administrative Services	9750.25
4	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10004	10004-Structure & Bridges	7495.6
5	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10007	10007-Communications	3173.5
6	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10008	10008-VDOT Enterprise Appl. Office	1553
7	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10009	10009-Business Trans & Spec Projects	1996.75
8	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10011	10011-Environmental	5484.5
9	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10012	10012-Civil Rights	2713.7
10	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10014	10014-Financial Planning	1606.5
11	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10015	10015-Fiscal	9216.75
12	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10017	10017-Human Resources	3226.3
13	0-All Central Office Orgs	10000	10000-All Central Office Orgs	10020	10020-Internal Audit	3116.75

9 Click on the **Totals By Dept** file.

The **Totals By Dept** report replaces both the **DeptIDs & Totals** tab and the **Totals by DeptID, Dist-Co, Relate** since it contains the total hours per department but also the related department and other descriptive information.

DEPTID	Total Hrs
10001	2,001.50
10003	9,439.85
10004	7,484.60
10007	1,255.00
10008	1,479.50
10009	2,603.70
10011	5,790.60
10012	3,138.20
10014	1,766.00
10015	8,761.35
10017	3,464.05
10020	3,159.00
10021	14,519.50
10024	6,763.30
10025	325.50
10029	8,888.95
10030	5,483.75
10038	5,855.25
10040	11,749.50
10049	318.50
10053	8,367.25
10054	1,464.60
10055	9,158.10
10056	6,331.50
10057	15,285.45
10059	2,964.40
10060	4,575.25
10071	1,609.00
10073	848.00
10074	592.50
10102	111.00
10104	160.00
10105	992.00
10106	331.50
10107	872.50
10108	2,353.50
10109	294.00
10110	571.00
10111	472.00
10112	1,080.00
10113	405.00

Districts & Desc | Related DEPTID Descr | Related DEPTID Xref | Pivot by Dist & Related Org | DeptIDs & Totals

10 As a reference, the following screen shots provide the information on the **DeptIDs & Totals** and the **Totals by DeptID, Dist-Co, Relate** tabs.

From this data on the **DeptIDs & Totals** worksheet, we have summed the totals by department at the lowest level.

Emp DEPTID	Total Hrs	Related DEPTID	Dist/CO	Emp DEPTID & Desc	Related DEPTID & Desc	Dist/CO & Desc	Pay Period Fr-To Range
10001	2,001.50	10000	0	10001 - Commissioner's Office	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10003	9,439.85	10000	0	10003 - Administrative Services	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10004	7,484.60	10000	0	10004 - Structure & Bridges	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10007	1,255.00	10000	0	10007 - Communications	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10008	1,479.50	10000	0	10008 - VDOT Enterprise Appl. Office	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10009	2,603.70	10000	0	10009 - Business Trans & Spec Project	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10011	5,790.60	10000	0	10011 - Environmental	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10012	3,138.20	10000	0	10012 - Civil Rights	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10014	1,766.00	10000	0	10014 - Financial Planning	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10015	8,761.35	10000	0	10015 - Fiscal	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10017	3,464.05	10000	0	10017 - Human Resources	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10020	3,159.00	10000	0	10020 - Internal Audit	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10021	14,519.50	10000	0	10021 - Location & Design	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10024	6,763.30	10000	0	10024 - Materials	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10025	325.50	10000	0	10025 - Safety & Performance Division	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10029	8,888.95	10000	0	10029 - Research Council	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10030	5,483.75	10000	0	10030 - Right of Way - Central Office	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10038	5,855.25	10000	0	10038 - Transportation Planning	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10040	11,749.50	10000	0	10040 - iTech Applications&Data Mgmt	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10049	318.50	10000	0	10049 - Maintenance Division	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10053	8,367.25	10000	0	10053 - Traffic Engineering & Safety	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10054	1,464.60	10000	0	10054 - Policy and Legislative Coord	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10055	9,158.10	10000	0	10055 - Scheduling & Contract Develop	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10056	6,331.50	10000	0	10056 - Operations & Security Division	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10057	15,285.45	10000	0	10057 - VDOT Learning Center	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10059	2,964.40	10000	0	10059 - Local Assistance	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10060	4,575.25	10000	0	10060 - Program Management	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10071	1,609.00	10000	0	10071 - Operations Planning Division	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10073	848.00	10000	0	10073 - PPTA Program Office	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10074	592.50	10000	0	10074 - Tolling Division	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10102	111.00	10000	0	10102 - Asst Mgmt -Highway Safety Mgr	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10104	160.00	10000	0	10104 - State Infrastructure Sys Mgr	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10105	992.00	10000	0	10105 - Asst Mgmt - Infrastructure Sys	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10106	331.50	10000	0	10106 - Asst Mgmt -Highway Safety Mgr	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10107	872.50	10000	0	10107 - Asst Mgmt-Infrast Network Anal	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10108	2,353.50	10000	0	10108 - State Equipment Manager	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10109	294.00	10000	0	10109 - State Infrastructure Manager	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10110	571.00	10000	0	10110 - Performance Improvements	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930
10111	472.00	10000	0	10111 - Maintenance Services & Perfor	10000 - All Central Office Orgs	0 - Central Office	20130901-20130930

Districts & Desc | Related DEPTID Desc | Related DEPTID Xref | Pivot by Dist & Related Org | DeptIDs & Totals | Totals by DeptID,Dist-CO,Relate | Sep 2013

11 The tab, **Totals by DeptID, Dist-Co, Relate**, expands upon the DeptIDs & Totals data and puts each department with its related, i.e. rollup, department for use in the pivot table. It is an informational tab for use in the current manual reporting process.

To reiterate, with the **Totals By Dept** report, you have both the **DeptIDs & Totals** tab and the **Totals by DeptID, Dist-Co**, **Relate** in one.

Summary by Dist & Rel Org_371113.csv [Read-Only]

	A	B	C
1	Dist/Co Desc	Related DEPTID &Desc	Total
2	0-All Central Office Orgs	10000-All Central Office Orgs	198729.6
3	0-All Central Office Orgs	Total	198729.6
4	1-Bristol District Wide	11000-Bristol District Office	31310.25
5	1-Bristol District Wide	911108-Lebanon Residency Wide	18931.8
6	1-Bristol District Wide	911109-Wytheville Residency Wide	16507.5
7	1-Bristol District Wide	911110-Wise Residency Wide	18142.2
8	1-Bristol District Wide	Total	84891.75
9	2-Salem District Wide	12000-Salem District Office	52276.65
10	2-Salem District Wide	912002-Christiansburg Residency Wide	15630.5
11	2-Salem District Wide	912007-Salem District Equip Section	6342
12	2-Salem District Wide	912010-Martinsville Residency Wide	18398.5
13	2-Salem District Wide	912016-Salem Residency Wide	14551.05
14	2-Salem District Wide	912018-Bedford Residency Wide	16611.3
15	2-Salem District Wide	Total	123810

Then click on the output file **Summary by Dist & Rel Org**. This replaces the **Pivot by Dist & Related Org** worksheet. It displays higher-level department totals along with grand totals for CO and each District.

Sum of Tot		
Dist/CC	Related DEPTID & Desc	Total
0	10000 - All Central Office Orgs	200,179.90
0 Total		200,179.90
1	11000 - Bristol District Office	32,577.80
	911108 - Lebanon Residency Wide	19,010.20
	911109 - Wytheville Residency Wide	17,579.60
	911110 - Wise Resid Wide-Inactive	17,685.60
1 Total		86,853.20
2	12000 - Salem District Office	55,057.08
	912002 - Christiansburg Residency Wide	13,695.00
	912007 - Salem District Equip Section	6,419.75
	912010 - Martinsville Residency Wide	18,096.90
	912016 - Salem Residency Wide	13,017.55
	912018 - Bedford Residency Wide	16,302.90
2 Total		122,589.18
3	13000 - Lynchburg District Office	21,742.95
	913004 - Appomattox Residency Wide	18,595.80
	913014 - Halifax Residency	20,487.75
	913069 - Lynchburg District Equip Mgmt	4,427.25
	913076 - Dillwyn Residency Wide	15,307.20
3 Total		80,560.95
4	14000 - Richmond District Office	60,220.15
	14013 - Powhite Parkway	1,193.00
	914005 - Ashland Residency Wide	20,498.70
	914008 - Petersburg Residency Wide	11,355.00
	914096 - Chesterfield Residency Wide	17,826.00
	914097 - South Hill Residency Wide	15,728.00
	914099 - Richmond DW Interstate Maint	1,302.00
4 Total		128,122.85
5	15001 - HamptonRds Administration	313.00
	15010 - HamptonRds Business	3,504.60
	15050 - HamptonRds Materials	2,957.50
	15055 - HamptonRds Public Information	347.00
	915002 - Accomac Residency Wide	8,586.70
	915078 - HamptonRds Planning & Invest W	4,258.40
	915098 - HamptonRds Equipment Section	5,779.50
	915101 - HamptonRds Structure Bridge Wd	6,994.20
	915103 - HamptonRds EastRegion Ops Wide	40,666.60
	915115 - Franklin Residency Wide	17,959.50

Districts & Desc | Related DEPTID Descr | Related DEPTID Xref | Pivot by Dist & Related Org | Deptl

12 As a comparison, this is the data displayed on the current tab **Pivot by Dist & Related Org**.