



Time & Attendance Reports and Queries

This document provides high level information regarding the available TA Reports and Queries and how they should be used. It also contains steps for running an existing report and running a query.

REPORTS

Timesheet Report

Detailed spreadsheet report run by Employee ID, Reports to Position Number, Department ID, Project or Cost Center / Dept (ChartField) that identifies employees, TRCs, Hours, Work Group, Work Schedule, Last Updated by, Timesheet Submitted / Approved status, Exceptions and accounting distributions.

Uses:

- Review Timesheet submissions / approvals
- Determine whether there are errors on any Timesheets
- Review employees' daily accounting distributions
- Identify employees whose time needs to be submitted and/or approved

Timesheet Submission Status Values:

- AJ** - Adjusted
- SB** - Submitted
- SV** - Saved
- DL** - Deleted

Timesheet Approved Status Values:

- AP** - Approved
- DN** - Denied
- NA** - Needs Approval
- *PD** - Paid
- *RP** - Rejected by payroll
- *TP** - Taken by payroll

***Note:** These are only applicable to allocation and do not affect whether an employee is paid or not

Timesheet Schedule Exception and Overtime Review

This report contains two sections:

- Lists employees in a Department who report overtime TRCs on their Timesheets by date, TRC and number of hours.
- Lists employees whose reported hours do not match their scheduled hours

Uses:

- Review overtime reported by employees in a Department.
- Research hours reported by employees that do not match their schedules.



Time & Attendance Job Aid

Time & Attendance Reports & Queries

Hourly Employee Tracking Report

Identifies hourly employees who are approaching or exceeding their contract limits.

Uses:

- Track employees approaching the end of their contract period
- Track employees approaching the hours limit on their contract

Employee Leave

Provides summary and detailed views of absences accrued / taken by an employee.

Uses:

- Review absence accruals and takes
- Verify leave balances / accruals
- Track usage

Potential Leave Forfeiture

Identifies employees who are at risk of forfeiting excess vacation entitlement balances and how much they may potentially lose.

Uses:

- Notify employees at risk of forfeiting excess balances

Summary of Productive Hours Report

Lists reported hours worked by Org and/or Employee and TRC

Uses:

- Analyze use of TRCs by org / employees.

Steps to Access an Existing Report:

1. Log into Cardinal
2. Click the **HCM Link** to access Time & Attendance.
3. Click on **HCM Report Retrieval**.
4. Click on the report.
5. Click the **Search** button to pull up the search criteria.
Note: If this is a report you have never run, you will need to set it up. Refer to the Reports Job Aid when setting up a report for the first time.
6. Enter search criteria.
7. Click the **Run** button.
8. Click the **OK button**
9. Click the **Process Monitor**
10. Click **Refresh** until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
11. Click **Details**
12. Scroll down on **Process Detail** page and click the **View Log/Trace** link.
13. Click the largest file under the File list to see results.



QUERIES

V_TA_EMP_NOT_APPROVERS

Identifies employees who have the EMP:_SUPERVISOR role but not the TA_APPROVER role

Uses:

- Supports keeping roles up to date and in sync

V_TA_EMP_REPORT_TO_VACANT_POS

Identifies employees who report to a vacant position

Uses:

- Identifies employees with no approver for their Timesheets and Absence Requests that require manual intervention to process their Timesheets.

V_TA_REPORTS_TO_SUPV

Identifies all employees reporting to a specific position number

Uses:

- Validates changes to an employee's Reports_To position number.

V_TA_WORKFLOW_SETUP_ISSUES

Identifies various employee, position, and security setup issues that may cause workflow problems

Uses:

- Identifies employees reporting to vacant positions
- Identifies employees missing reports to positions
- Identifies approvers missing the approver role
- Identifies employees with EMPLIDs not assigned to User IDs
- Identifies approvers with EMPLIDs not assigned to User IDs
- Identifies multiple active approvers sharing positions

V_TA_EE_MANAGER_OFF

Lists managers who have scheduled absences within a specified date range

Uses:

- Identifies managers on vacation (to make sure worklists are delegated for approval)
- Supports planning absences within an organizational unit



Time & Attendance Job Aid

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Steps to Run a Query:

1. Log into Cardinal
2. Click the **HCM Link** to access Time & Attendance.
3. Navigate using the following path:
HCM Report Retrieval > HCM Query-based Reports
4. Enter at least the first 6 to 8 characters of the query name in the **Search by Query Name begins with** field.
5. Click **Search**.
6. Under search results, find the query you want to run.
7. Click on **Run to HTML** or **Run to Excel**, whichever format you prefer.
8. Results display in the format selected.

For more detailed assistance with running reports and queries in Cardinal, review the related course materials or job aids.