

Since UltraTime is designed as a timekeeping system and not full payroll system, the reporting capabilities available are basic. Calculating overtime hours, dollars paid, etc. are not accessible without some kind of manipulation of the data or utilizing reports from Banner through PeopleEZ.

Supervisors will only have access to reports for employees within their Security Filter. If you can see them in UltraView, you will have access to reporting on these employees.

## Attendance Summary Report

This report shows all worked hours and approved absences for a specified date range.

University of Notre Dame									
Attendance Summary by Name									
From 1/30/2021 To 2/5/2021									
Name	NDID	Hire	Work Count	Work Hours	Abs Count	Abs Hours	Total Count	Total Hours	
		1/1/1990	6	41.45	0	0	6	41.45	
		8/29/1998	4	32.39	2	8.45	6	40.84	
		7/20/2019	6	40.29	0	0	6	40.29	
		9/15/2018	4	19.64	1	8.00	5	27.64	
		10/9/1998	2	16.65	3	24.00	5	40.65	
		7/22/1982	6	40.12	0	0	6	40.12	
<b>Report Totals:</b>			28	190.54	6	40.45	34	230.99	

Criteria selection available:

### Attendance Summary

**Report Select** Attendance Summary by Nan

**Period Select** This Month

**Report Subtitle**  Period  Filter  None  User:

**Start Date**

**Stop Date**

**Employee** Equal To

**Status** Equal To

**Org Code** Equal To

**ECLS Code** Equal To

**Shift** Equal To

**Pay Code** Equal To

**Location** Equal To

**Supervisor** Equal To

**Job Title** Like

**Activity** Like

**Export Format** Adobe Acrobat (PDF)

**Debug**

### PROS

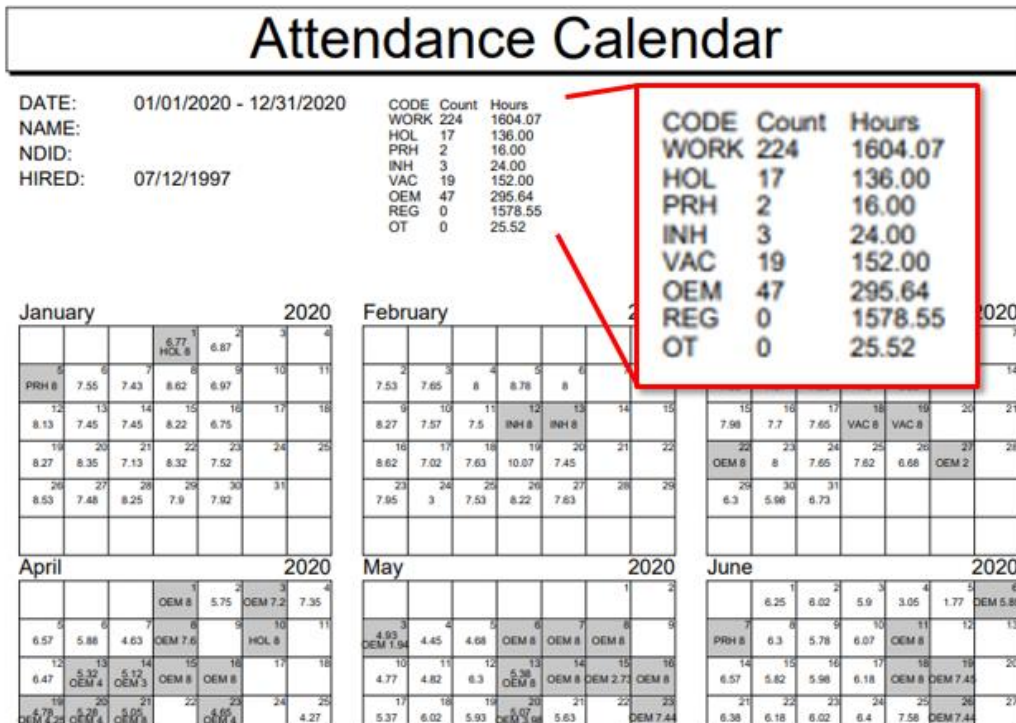
- You can easily see a total of all paid hours for an employee for a specific date range.
- You can easily group by Org, Eclass, Supervisor, etc.
- You can export the results to Excel in order to sort or manipulate the data if needed.

### CONS

- Only approved absences show up on the report, so you will not see anything that is still pending in the current pay period.

## Yearly Attendance Calendar

This report is a good visual representation of all paid hours for a 12 month period of time. It will only show approved absences and does not show anything that is still pending approval.



Criteria selection available:

### Yearly Attendance Calendar

**Period Select** This Year

**Report Subtitle**  Period  Filter  None  User:

**Start Date**

**Stop Date**

**Employee** Equal To

**Status** Equal To

**Org Code** Equal To

**ECLS Code** Equal To

**Shift** Equal To

**Pay Code** Equal To

**Job Title** Like

**Activity** Like

Submit
Clear
Close

### PROS

- You can easily see an overview of all worked hours and paid time off in one location.
- Lists annual totals of worked hours, PTO, OT, etc.
- You can select the date range of July - June to see fiscal year totals.

### CONS

- This will always include 12 months, even if the date range selected is smaller.
- You do not see weekly or monthly totals. These need to be calculated manually.
- Totals do not include anything entered in the Adjustment File.
- Results are one PDF page per employee and cannot be downloaded or manipulated.

## Scheduled Absence Report

Lists all absences by date for a specific date range, including pending and withdrawn absences.

University of Notre Dame											
Scheduled Absence Detail By Name											
From 2/13/2021 To 2/26/2021											
Name	NDID	Code	Description	Date	Paid Hours	Unpaid Hours	Message	Adj Init	Adj Date	Rec St	
		INH	Incidental Hours	2/16/2021	3.00	0			2/22/2021		
		VAC	VACATION Regular	2/15/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/16/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/17/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/18/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/19/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/22/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/23/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/24/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/25/2021	8.00	0			2/23/2021		
		VAC	VACATION Regular	2/26/2021	8.00	0			2/23/2021		
		INH	Incidental Hours	2/16/2021	7.29	0			2/20/2021		
		INH	Incidental Hours	2/19/2021	8.00	0			2/21/2021		
		INH	Incidental Hours	2/16/2021	8.00	0			2/16/2021		
		EAH	Emergency Absence	2/15/2021	8.00	0	Covid Pay Wellness Center Directed Quarantine		2/16/2021		
		EAH	Emergency Absence	2/16/2021	8.00	0			2/19/2021		
		EAH	Emergency Absence	2/17/2021	8.00	0			2/22/2021		W
		INH	Incidental Hours	2/17/2021	8.00	0			2/22/2021		
		INH	Incidental Hours	2/18/2021	8.00	0			2/22/2021		

Criteria selection available:

### Scheduled Absence

**Report Title**

**Report Select**

**Period Select**

**Report Subtitle**  Period  Filter  None  User:

**Grouped By 1)**  **Break**

**Grouped By 2)**  **Break**

**Grouped By 3)**  **Break**

**Start Date**

**Stop Date**

**Employee**

**Absence Code**

**Status**

**Org Code**

**ECLS Code**

**Shift**

**Pay Code**

**Confirming Supervisor**

**Job Title**

**Activity**

**Export Format**

### PROS

- This is a good tool for monitoring a certain absence code.
- You can easily filter by Absence Code, Eclass, Date Range, etc.
- You can export to Excel to sort and manipulate the data if needed.
- It shows absences with the status of Pending or Withdrawn, as well as Approved.

### CONS

- The results are listed per day, so it can be cumbersome to sort and manipulate the data to get totals.

## Approaching Overtime Report

Shows worked hours over an established limit for a specific period of time. NOTE: To correctly calculate overtime hours, the date range of the work week (Saturday through Friday) needs to be selected.

University of Notre Dame

### Approaching Overtime By Name

From 2/13/2021 To 2/18/2021

Employees reporting more than 32 hours

Name	NDID	Home Org	Home ECLS	Org Hours	Total Hours	Hours Over Limit
				0	32.42	0.42
				0	32.04	0.04
				0	37.58	5.58
				0	32.02	0.02
				0	42.24	10.24
				0	39.63	7.63
				0	42.78	10.78
				0	32.37	0.37
				0	36.02	4.02
				0	32.87	0.87
				0	40.07	8.07

Criteria selection available:

### Approaching Overtime

Report Title:

Report Select:

Period Select:

Report Subtitle:  Period  Filter  None  User:

Start Date:

Stop Date:

Employee:

Status:

Org Code:

ECLS Code:

Shift:

Pay Code:

Job Title:

Activity:

Hours Limit:

Export Format:

### PROS

- This can be useful to preemptively avoid overtime if this report is run prior to the end of the week.
- You can export results to Excel if you need to sort or manipulate the data.

### CONS

- You can only run this report by by week to calculate the overtime properly.
- This will only show results for employees over the limit, so you cannot see anyone close to the limit.

## Hours Projection (Scheduled, OT)

Shows both hours scheduled and worked with potential overtime. NOTE: To correctly calculate overtime hours, the date range of the work week (Saturday through Friday) needs to be selected.

University of Notre Dame							
Hours Projection (Schedule,OT)							
From 2/20/2021 To 2/26/2021							
NDID	Name	Worked Hours	Scheduled Hours	Unworked Sched Hours	Projected Hours	OT Per Period	Projected OT
		26.33	40.00	24.00	50.33	40.00	10.33
		24.80	0.00	0.00	24.80	40.00	0
		5.92	0.00	0.00	5.92	40.00	0
		24.05	76.00	40.00	64.05	40.00	24.05
		17.05	0.00	0.00	17.05	40.00	0
		24.45	40.00	24.00	48.45	40.00	8.45
		23.83	0.00	0.00	23.83	40.00	0
		10.57	33.00	23.00	33.57	40.00	0
		26.00	0.00	0.00	26.00	40.00	0
		20.76	23.00	9.00	29.76	40.00	0
		12.73	40.00	24.00	36.73	40.00	0
		24.39	40.00	24.00	48.39	40.00	8.39
		24.00	40.00	32.00	56.00	40.00	16.00
		11.60	0.00	0.00	11.60	40.00	0
		24.02	40.00	24.00	48.02	40.00	8.02

Criteria selection available:

**Hours Projection (Schedule,OT)**

Report Title:

Period Select:

Report Subtitle:  Period  Filter  None  User:

Start Date:

Stop Date:

Employee:

Status:

Area:

Job Code:

Shift:

Pay Code:

Location:

Supervisor:

Export Format:

### PROS

- This can be a useful preliminary tool for monitoring potential overtime.
- You can export the results to Excel if you need to sort or manipulate the data.

### CONS

- This is only accurate if the schedules are up-to-date and maintained for any changes.
- Results include absence hours, so it may not be an overtime pay situation.
- If someone swaps a scheduled day for a day off and the schedule is not updated, it will report incorrectly.
- There are quirks with this report, so you should always review the results in UltraView to see the full situation.