All roles have access to run and view reports in UD WorkForce (UDWF); the type of reports depends on your role(s):

- **Reports About Me - Employee role** – access to reports about their own UDWF records
- **Manager Reports & Administrator Reports - Manager, Timekeeper, HR Manager, Business Officer and Reporter roles**

For more information see the job aids: *Reporting for Employees* and *Reporting for Managers, Timekeepers, HR Managers, Business Officers and Reporters*

   a. Click **UD WORKFORCE LOG-IN** button
   b. At CAS log-in page, enter your **UD User Name** and **Password**
   c. Click **Log in** button

2. On Home Screen, in the **Reporting** box, click **View Reports**

3. The Reports screen features:
   a. **All Reports** tab – displays all reports you can run
   b. **Favorites** tab – displays reports you have marked as a favorite with a gold star ✪
   c. **Recently Viewed** tab – displays list of reports you viewed with most recent on top
   d. **My Scheduled Reports** tab – displays reports...
   e. **Search** button – use to search for a report by name

4. The Reports screen varies depending on your role(s).
   a. Click on grey arrows to reveal report types and report names

Employees *without* additional roles will see - **Reports About Me** - reports pertaining to your personal records in UDWF

Employees with roles of Manager, Timekeeper, HR Manager, Business Officer and/or Reporter will see:

- **Administrator Reports** - reports pertaining assignments group details and email/messaging.
- **Manager Reports** - reports pertaining to employees/assignment groups you have been given access
- **Reports About Me** - reports pertaining to your personal records in UDWF
5. Report Parameters
   a. Dates (required)

      **Start Date, End Date** – set the data to/from dates with these two fields

      ![Start Date: 09/09/2020, End Date: 09/09/2020]

      **Pay Period End Date** – this must be an *actual* Pay Period End Date or you will not get results. See [Payroll Deadlines](#) for these dates.

      ![Pay Period End Date: 03/21/2020]

   b. Assignment Group List (required) – choose one or more groups
      - **Hourly employees** - student workers and misc. wage
      - **Other employees** - non-exempt/exempt staff, fiscal faculty, adjunct faculty, supplemental professionals, and non-paid
      - **Union Hourly employees** - AFSCME 439, AFSCME 3472, and casual wage bus drivers

   c. Specific parameters or filters (usually required) – select one or more value (or use Select All button)
      - Some reports have multiple parameter boxes
      - This is an example from the Accrual Report

   d. Employee ID (optional) – enter an employee’s ID to limit report to a single person
      - Use ‘%’ as a wild card. For example, ‘7%’ will return any employee IDs that begin with the number ‘7.’

   e. Employee Last Name (optional) - enter a last name to limit report to a just people with that last name
      - Use ‘%’ as a wild card symbol. For example, ‘a%’ will return any last name that begins with the letter ‘a.’
There are two ways to run a report: **Run Now** or **Schedule** (see: page 4)

f. **Run Now** button - click to run the report immediately
   - Delivery Method – choose:
     - View Now
       - Select output type (PDF, Excel, CSV, or HTML)
       - Click Run Now button
     - OR Send an Email
       - To – enter your email or another person’s address
       - Subject – enter a subject line
       - Body – enter your message
       - Select output type (PDF, Excel, CSV, or HTML)
       - Click Run Now button
g. **Schedule** button – click to email the report in the future to yourself or other recipients

- **Delivery**
  - **To** – enter your email or another person’s address
  - **Subject** – enter a subject line
  - **Body** – enter your message
  - Select output type (PDF, Excel, or CSV)

- **Scheduling**
  - **Report Frequency** – select Once, Daily, Weekly, Monthly or Yearly
  - Other parameters – select date(s), time, day, etc. as appropriate to the frequency

- **Schedule Name** – enter your own name or accept the default report name

- **Click Create Schedule** button
6. You can find additional information about other reports provided by the UD WorkForce system in Help. (Note: not all the reports listed in the Help feature apply to UD.)
   a. On any UD WorkForce screen, click Help and then click Time

   ![UD WorkForce Help banner]

   b. A new window or tab opens, choose Reports Help.

   ![UD WorkForce Reports Help]

   c. Navigate to find information regarding Generating Reports.
d. Navigate to find information regarding details for specific reports in the Employee Reports (shown), Manager Reports and Administrator Reports sections.

![Employee Reports](image)

You are here: Reports Help > 3 Employee Reports

**Employee Reports**

This section includes the list of all employee reports applicable to WorkForce Time, in alphabetical order. The first section includes a list of the reports organized by the respective categories that appear in the All Reports tab in the Reports window.

This section contains the following topics:

- Selecting WorkForce Time Employee Reports from Categories
- Brazil - Employee Time Statement
- Brazil - Employee Vacation Notice
- Employee Absence History
- Employee Absence History Calendar
- Employee Accrual History
- Employee Delegation
- Employee Pending Lines for Approver
- Employee Schedule Audit


e. This is an example of the details for the Employee Accrual History report:

7.