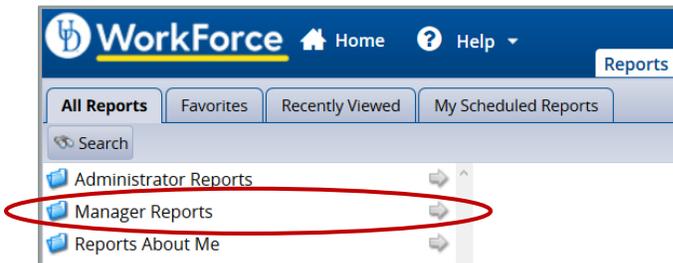


Employees with additional roles in UD WorkForce (UDWF) have access to run manager and administrator reports. The additional roles are Manager, Timekeeper, HR Manager, Business Officer and Reporter. For more information about reporting, see the job aids: *Reporting Basics* and *Reporting for Employees*.

1. Log in – go to UD WorkForce <http://www.udel.edu/udworkforce/>
 - 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. Employees with roles of Manager, Timekeeper, HR Manager, Business Officer and/or Reporter will see three choices. Click on one of the categories to reveal the report types and report names.
 - **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



4. Top reports for Manager, Timekeeper, HR Manager, Business Officer and/or Reporter roles:

Manager Reports for Hourly Employees (Students, Misc. Wage and AFSCME)

Report Category	Report Name	Description
Timesheet Reports	Total Hours with Funding Information	Displays basic information for each employees (name, ID, and supervisor) above the timesheet details. The timesheet details include work date, pay code, paid hours, estimated amount, rate, speed type, account, class, project/grant, and user field. This report can be used to review total hours and funding information by employee or assignment group for a period of time.
Timesheet Reports	Timesheet Approval History	Displays information about the approval history of an employee's timesheet. This report lets you specify a timeframe to view time sheet approval history. It displays the pay period end date, the employee name and ID, the approver name and ID, time and date when the approver evaluated the timesheet, and whether the time sheet was approved. It also records whether the timesheet was submitted for those employees required to submit their timesheets.
Timesheet Reports	Unapproved Timesheets	Displays any employees with unapproved timesheets, as well as the employee's email address.
Timesheet Reports	Amended Timesheets – Currently Open	Displays each employee's name and ID, original period end date, destination period end date, and current approval level. Includes (within the employees' original and open amended timesheets) the version number, work date, pay code, start time, end time, amount worked, and comments.

Reporting for Managers, Timekeepers, HR Managers, Business Officers and Reporters

Timesheet Reports	Timesheet Audit	Displays the employee name and ID, associated work day, pay code, hours or in/out time, project, task, IP address, and comments. Lists the following information about all changes made to the timesheet: the user name of the user who made the changes, the IP address from which the change was made, and the type of change.
-------------------	-----------------	---

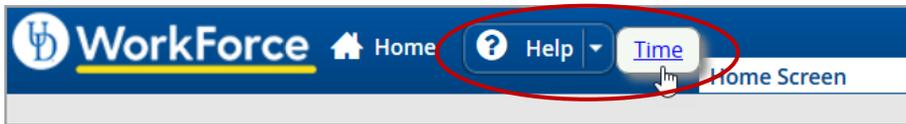
Manager Reports for Benefitted Employees (AFSCME, Exempt, Non-Exempt and Fiscal faculty)

Report Category	Report Name	Description
Accrual Reports	Accrual	Displays a summary of all activity for an accrual bank for a specific time period for specific employees or group of employees. The report displays a total of time accrued, used, and cleared for the time period specified to each employee, as well as, starting and ending balances for that time period.
Accrual Reports	Accrual Detail	Displays all detailed activity for an accrual bank for a specific timeframe for specific employees or group of employees. The report shows a detailed record of each date time accrued, used, cleared, terminated, transferred, and the initial/ending balance for transaction for the period of time you specify. It is recommended to run this report for each individual employee depending on how large a timeframe you are reviewing as the report may time out.
Time Off Reports	Time Off Request	Displays specified time off requests for selected employees for a selected date range. The results are group by employee and display the employee name and ID, the time off date and type, hours requested, the status and submission date of the request.
Time Off Reports	FMLA Analysis	**UD WorkForce is not the official tracking system for FMLA, this report may be used to assist with your internal tracking practices** Displays the employee name and ID, the associated work day, the FMLA pay code, the number of hours, whether the hours were actual or requested, and any comments.
Timesheet Reports	Timesheet Approval History	**If using UD WorkForce for FLSA tracking purposes of Nonexempt Staff** Displays information about the approval history of an employee's timesheet. This report lets you specify a timeframe to view time sheet approval history. It displays the pay period end date, the employee name and ID, the approver name and ID, time and date when the approver evaluated the timesheet, and whether the time sheet was approved. It also records whether the timesheet was submitted for those employees required to submit their timesheets.
Timesheet Reports	Unsubmitted Timesheets	**If using UD WorkForce for FLSA tracking purposes of Nonexempt Staff** Displays any employees with unsubmitted timesheets, as well as the employees' email addresses.
Timesheet Reports	Unapproved Timesheets	**If using UD WorkForce for FLSA tracking purposes of Nonexempt Staff** Displays any employees with unapproved timesheets, as well as the employee's email address.

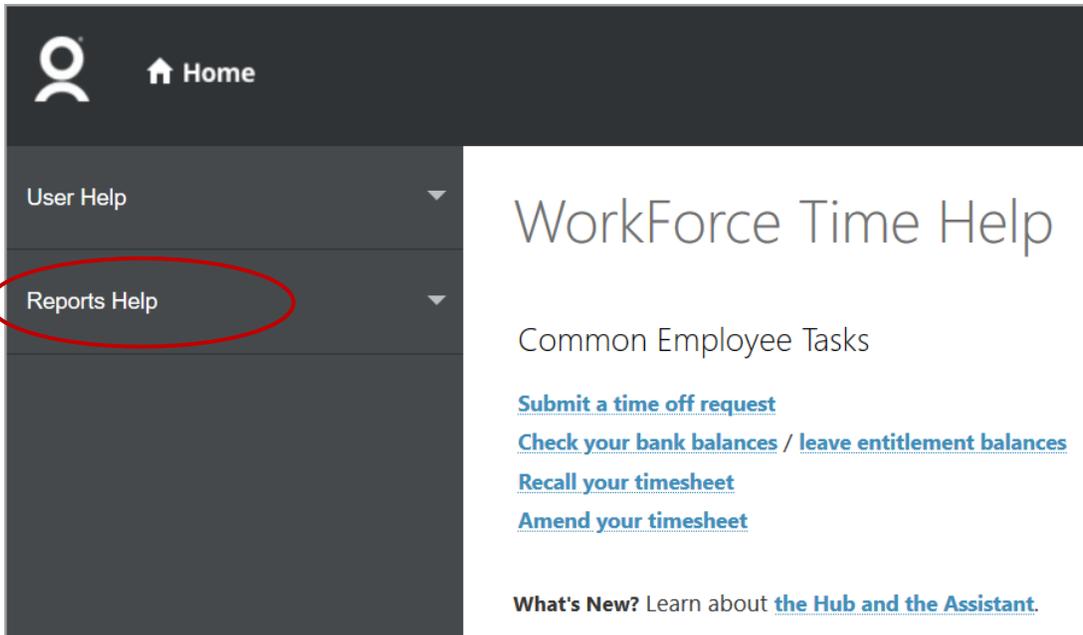
Administrator Reports for all employee types

Report Category	Report Name	Description
Employee Information Reports	Assignment Group Detail	For each Assignment Group chosen, displays employee name and ID. There is a checkbox to include terminated employees or not.
System Reports	Email and Messaging	Displays UD WorkForce email details sent during a specific date range, includes employee names, ID#, date sent, subject and message.

5. 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**



- b. A new window or tab opens, choose **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.

The screenshot shows a help page for 'Employee Reports'. On the left is a dark sidebar with a menu: 'User Help', 'Reports Help', '1 Welcome to Time & Attendance', 'Reports Help', '2 Generating Reports', '3 Employee Reports' (highlighted with a red box), '4 Manager Reports', and '5 Administrator Reports'. The main content area has a breadcrumb 'You are here: Reports Help > 3 Employee Reports' and a large heading 'Employee Reports'. Below the heading is an introductory paragraph and a list of report categories with blue links: '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', and 'Employee Schedule Audit'.

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

The screenshot shows the details for the 'Employee Accrual History' report. The breadcrumb is 'You are here: Reports Help > 3 Employee Reports > Employee Accrual History'. The title is 'Employee Accrual History'. A note states: 'Note: This report only includes bank hours and will not report on banks containing days, points, units, or any other amounts.' The introductory paragraph explains that the report includes accrual activity during the specified time period and a running balance, and provides instructions on how to access the report parameters. The 'Report Features' section lists the following features:

- Accrual history for the selected period of time.
- The initial and end balance of banks for each event affecting the balance.
- The date of the accrual event and the accrual type, including accrued, cleared, terminated, transferred, and used amounts.
- Rejected and requested time off requests, including the date, affected bank, event type, and hours.

The 'Report Parameters' section contains a table with the following data:

Field	Description
Amount of History	Allows you to select the amount history (in days or years) to view.
Language for Report Output	The language to use for the generated report, determining whether to run the report in the same language you use for WorkForce Time and Attendance or the other languages available in the list. Enter a language to use for the report: leave the default language, click the arrow button to select a language from the drop-down list, type the name of the language, or type characters, and then select the language from the drop-down list that appears with items matching the characters you entered.