

Employee Hours by Labor Account Report

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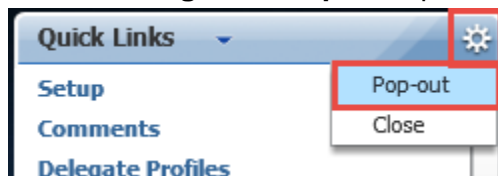
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Overview

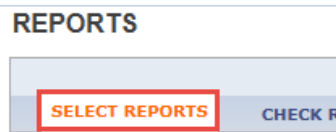
Overview Below outlines the steps to generate hours/amounts/wages for each labor account/pay codes in which the employee accrued hours within the specified time period.

Menu Path

1. On the **Manager Workspace**, open the **Quick Links** widget




2. On the **Quick Links** widget, select **Reports**.




3. On the **Reports** genie, click **Select Reports** tab
4. Select **Detail Genie** → **Employee Hours by Labor Account**


How to Run the Employee Hours by Labor Account Report

1. Select required group of employees to be included in the report


People 

2. Select required time period 

3. Select applicable options on how hours will be displayed

Actual/Adjusted 

4. The **Selected** box displays all the pay codes that will be included in the report.

Note: Select the pay codes that you want to exclude from the report and click  to transfer it into the **Available** box.


5. **Output format** defaults to Adobe Acrobat Document.

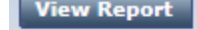
6. Click .

Output Data

1. On the **Check Report Status** tab, the following information will be displayed and the initial **status** is **Waiting**.

- Report Name
- Format
- Date In
- Date Done
- Status
- Output
- User

2. Click .

3. Once the **Status** became **Complete**, highlight the report and click .

Employee Hours by Labor Account Report

Employee Hours by Labor Account

Data Up to Date: 8/3/2016 3:02 PM

Time Period: Current Pay Period

Executed on: 8/03/2016 3:01PM GMT-04:00

Query: All Home

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Pay Codes: (61): [Adopt-PrimCare 1st 2wk Pd|Adopt-PrimCare Nx 15-10wk Pd|Bereavement|Compassionate Leave Paid 2weeks]...

Actual/Adjusted: Show hours worked in this period plus historic edits and corrections made for this period.

Name	ID	Status/Date	Money	Hours	Days	Wages
Home Account						
[REDACTED]	[REDACTED]	Active: 8/3/2016				
[REDACTED]	[REDACTED]		\$0.00	5:00	0.00	\$0.00
Stat Worked 1.50			\$0.00	5:00	0.00	\$0.00
Employee Totals:			\$0.00	5:00	0.00	\$0.00