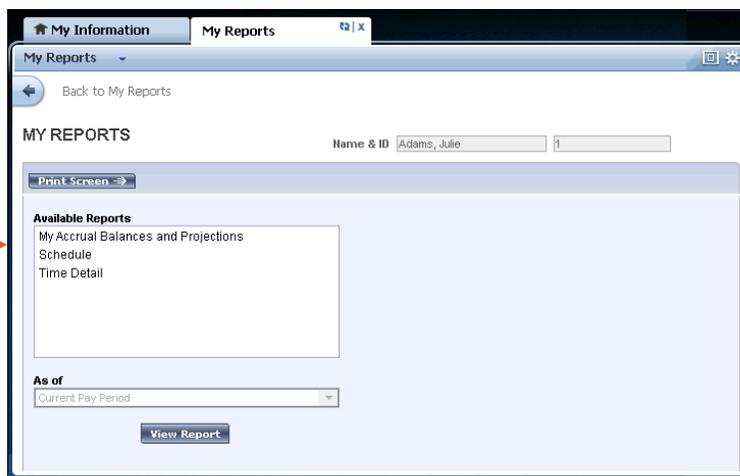
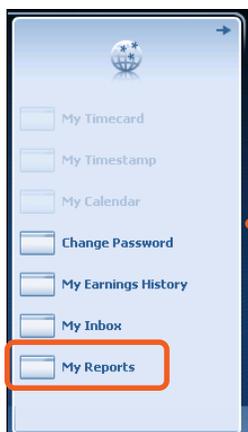


In uTIME, you may have access to the My Reports window. The My Reports window contains three reports that help you to track your accrual balances and schedule, and provides details regarding the time that you worked. Keep in mind that while these three reports are available, you may not have access to them all.

In this document, you will learn how to access and run reports using the My Reports window.

Accessing My Reports

- 1 Access the uTIME log on page at <http://uoft.me/myutime>.
- 2 Log in using your UTORid and password.
- 3 Access the **My Reports** window.
 - If **My Reports** is not an active window in your home workspace, navigate to the **Related Items** pane, and click the **My Reports** link.



Running the My Accrual Balances and Projections report

The My Accrual Balances and Projections report provides you with a summary of available leave time and projected future balances.

- 1 Access the **My Reports** window.
- 2 From **Available Reports**, select **My Accrual Balances and Projections**.
- 3 If not running the report using today's date, from the **As of** drop-down list, select the **Specific Date** for which you want to run the report.
- 4 In the **Date** field, enter or select the applicable date.
- 5 Click **OK**.
- 6 Click **View Report**.

| MY ACCRUAL BALANCES AND PROJECTIONS | | | | | | | |
|-------------------------------------|--------------|-----------------------|--------------------------------|--------------------|-------------------|-------------------|---------------------------|
| Return | | | | | | | |
| Date Selected: 2/04/2014 | | | | Printed: 2/04/2014 | | | |
| Name: Adams, Julie | | | | ID: 1 | | | |
| Accrual Code | Accrual Type | Period Ending Balance | Furthest Projected Taking Date | Projected Takings | Projected Credits | Projected Balance | Balance w/o Proj. Credits |
| Sick | Hour | 80:00 | 1/01/2015 | 0:00 | 80:00 | 80:00 | 80:00 |
| Vacation | Hour | 160:00 | 1/01/2015 | 0:00 | 120:00 | 160:00 | 160:00 |

| Column Name | Description |
|--------------------------------|---|
| Period Ending Column | Displays number of hours or days you will have accrued as of the date of the report. |
| Furthest Projected Taking Date | Displays either the date you selected or the furthest date in the future for which your accruals have been projected, whichever is later. |
| Projected Takings | Displays how much leave time you will have used between the date you selected for the report and the furthest projected takings date. |
| Projected Credits | Displays leave time that is expected to be credited to you during that interval. |
| Projected Balance | Displays balance for the furthest projected taking date after considering all projected takings and credits. |
| Balance w/o Proj. Credits | Displays balance you would have as of the furthest projected taking date without considering any projected credits. |

- 7 To print the report, click the print icon within your browser.

Running the Schedule report

The Schedule report provides details regarding dates and times you are expected to work as well as scheduled account transfers and vacation times.

- 1 Access the **My Reports** window.
- 2 From **Available Reports**, select **Schedule**.
- 3 From the **As of** drop-down list, select the option that includes the start and end date of the period for which you want to view details.
- 4 Click **View Report**.
- 5 Click **Return** to return to **My Reports**.

Available Reports

- My Accrual Balances and Projections
- Schedule**
- Time Detail

As of

- Current Pay Period
- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period**
- Next Schedule Period
- Today
- Yesterday
- Week to Date
- Last Week
- 2/04/2014, Specific Date
- 2/04/2014 - 2/04/2014, Range of Dates

SCHEDULE

Time Period: Current Pay Period
Dates: 2/03/2014 - 2/09/2014

Name: Adams, Julie ID: 1
Primary Account(s): 11/10/2008 - forever Test/PMon 102/203/319/401/531

Standard Hours:
Daily: 4:00 Weekly: 20:00 Per Pay Period: 20:00

| Day | Date | In | Out | Shift Label | Shift Type | Pay Code | Amount | Transfer Work Rule | Shift Total |
|---------------------|------|--------|--------|-------------|------------|----------|--------|--------------------|-------------|
| Mon | 2/03 | 9:00AM | 2:00PM | 9a-2p | Regular | | | | 4:00 |
| Tue | 2/04 | 9:00AM | 2:00PM | 9a-2p | Regular | | | | 4:00 |
| Wed | 2/05 | 9:00AM | 2:00PM | 9a-2p | Regular | | | | 4:00 |
| Thu | 2/06 | 9:00AM | 2:00PM | 9a-2p | Regular | | | | 4:00 |
| Fri | 2/07 | 9:00AM | 2:00PM | 9a-2p | Regular | | | | 4:00 |
| Totals: | | | | | | | 0.00 | | 20:00 |
| Total Hours: | | | | | | | 20:00 | | |

Running the Time Detail report

The Time Detail report provides details regarding the time you worked, the account you worked under, and any pay code edits that were made, for example, sick or personal time.

- 1 Access the **My Reports** window.
- 2 From **Available Reports**, select **Time Detail**.
- 3 From the **As of** drop-down list, select the option that includes the start and end date of the period you want to view details for.
 - Optionally, select the Specific Date option or the Range of Dates option to request more specific time frames. Select the dates from the calendar(s), and then click **OK**.
- 4 Click **View Report**.
- 5 Click **Return** to return to **My Reports**.

Available Reports

- My Accrual Balances and Projections
- Schedule
- Time Detail**

Specific Date

*Date: 2/04/2014

Select Range of Dates

*Start Date: 2/04/2014
*End Date: 2/04/2014

Available Reports

- My Accrual Balances and Projections
- Schedule
- Time Detail

TIME DETAIL

Time Period: Next Pay Period
Dates: 2/10/2014 - 2/16/2014

Name: Adams, Julie ID: 1 Pay Rule: Part Time
Primary Account(s): 11/10/2008 - forever Test/PMon 102/203/319/401/531

| Date | Apply To | In Punch | In Exc | Out Punch | Out Exc | (\$)Amt | Adj/Ent Amount | Totaled Amount | Cum. Tot. Amount | Absence |
|---------------|----------|----------|--------|-----------|---------|---------|----------------|----------------|------------------|---------|
| Mon | 2/10 | | | | | | | | 0:00 | |
| Tue | 2/11 | | | | | | | | 0:00 | |
| Wed | 2/12 | | | | | | | | 0:00 | |
| Thu | 2/13 | | | | | | | | 0:00 | |
| Fri | 2/14 | | | | | | | | 0:00 | |
| Sat | 2/15 | | | | | | | | 0:00 | |
| Sun | 2/16 | | | | | | | | 0:00 | |
| Totals | | | | | | | 0.00 | 0:00 | 0:00 | 0:00 |