

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.

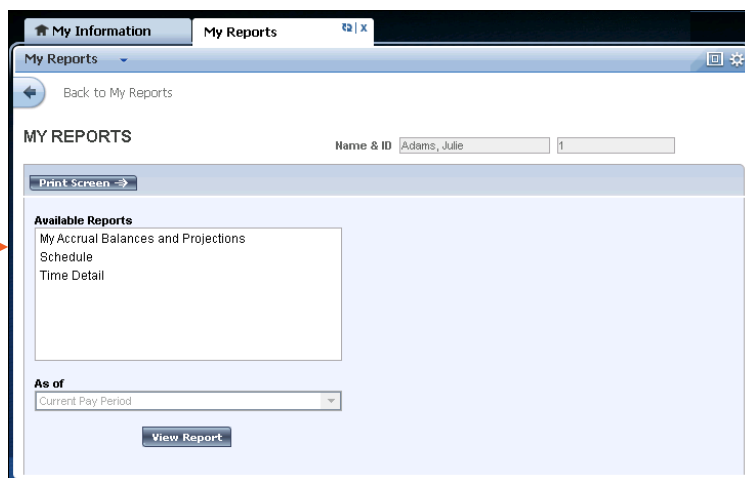
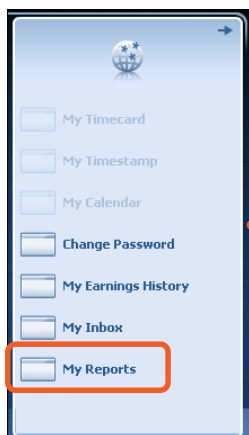
### Accessing My Reports

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

<a href="#">Return</a>							
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

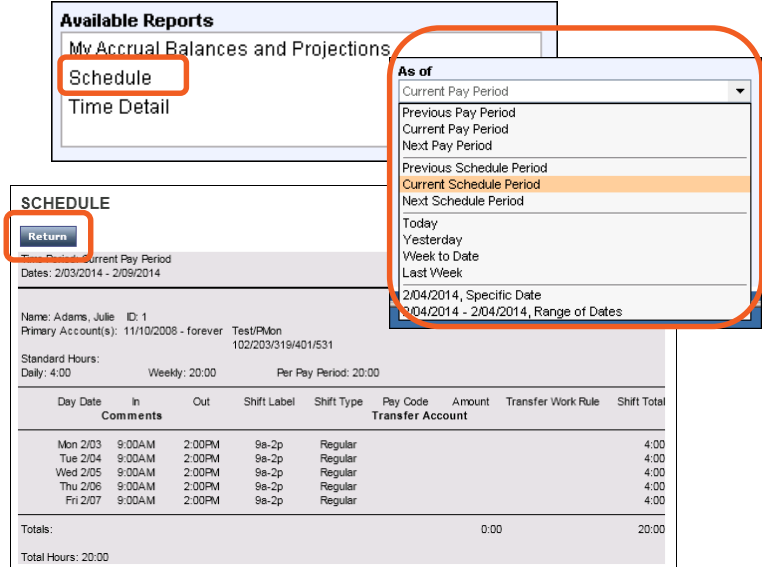
Column Name	Description
Period Ending Column	Displays number of hours or days you will have accrued as of the date of the report.
Furthest Projected Taking Date	Displays either the date you selected or the furthest date in the future for which your accruals have been projected, whichever is later.
Projected 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**

Return

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:

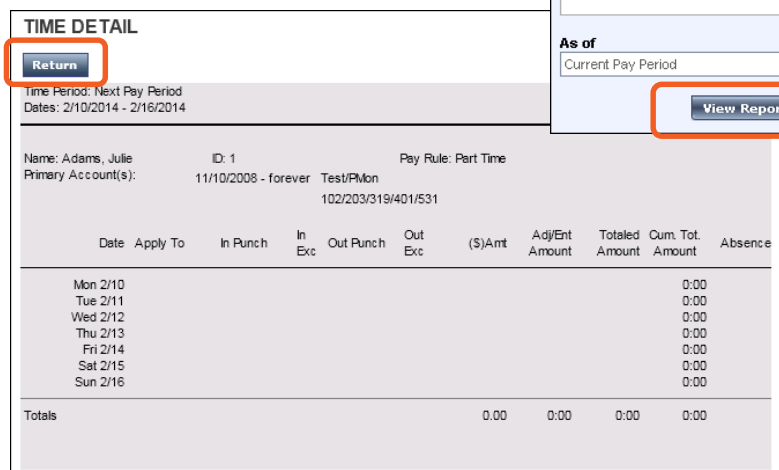
Daily: 4:00 Weekly: 20:00 Per Pay Period: 20:00

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

OK Cancel

**TIME DETAIL**

Return

Time Period: Next Pay Period

Dates: 2/10/2014 - 2/16/2014

Name: Adams, Julie ID: 1

Primary Account(s): 11/10/2008 - forever Test/PMon 102/203/319/401/531

Pay Rule: Part Time

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	