

INDIANA UNIVERSITY



IUIE for TIME Users

09/03/2004

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Introduction

What is it?

IUIE stands for Indiana University Information Environment. IUIE is a web-based interface that gives users access to data from several university applications, including TIME. Users can run reports and retrieve that information in a variety of formats (such as text documents or spreadsheets).

Why do I need it?

IUIE provides you with information that is stored in the TIME system but may not be directly accessible through the TIME application or accessible in a format not conducive to reporting.

Where is it?

You can access IUIE from the following URL:

<https://myiu.iu.edu/ie/>

Presently, the IUIE supports only the Windows 2000 and Windows XP operating systems. For your Web browser, you may use Internet Explorer version 5.5 or above, or Netscape version 6.1 or above. You can download a current browser from IUware Online.

You can view the IUIE training manual here:

<https://www.indiana.edu/~iuie/prod/tutorial/IUIEv2.0.pdf>

When can I access it?

Regular hours of operation for IUIE are as follows:

Day of the Week	Online hours (IUIE is fully available*)	IUIE support available (iuie_help@indiana.edu)
Monday - Friday	7:30 AM - 10:30PM	8:00 AM - 5:00PM
Saturday	10:00AM - 10:30PM	None
Sunday	NOON - 10:30PM	None

*Users can access frozen & indexed reports outside online hours, but there is no support.

**Partial outages may occur after 5pm in order to make enhancements. Prior notification will be given to users.

Using IUIE Reports to Return TIME Data

IUIE is a large environment, and using it can be initially daunting. Some preparation on your part will make your visits to IUIE more productive. The following steps represent an overview of the process. More detailed information follows.

Determine the Information You Need

Start by identifying the kind of information you need to retrieve. Do you want to return information about hours worked? Schedules? Exceptions? Or maybe you just need general information about a particular group of employees.

Decide which Report(s) You will Use

Review the information on each IUIE report to determine which one will work best to retrieve the information you require. There may be more than one report that can give you the information you need. In that case, you may want to determine which report will return the information in the best format for your needs.

Enter the Selection Criteria to Generate Your Report

After selecting the correct report for your needs you will need to enter selection criteria to narrow the results to just the information you wish to see. If you are using a Data Group, which is one of the types of reports available in IUIE, you will also need to select which columns of the data table you wish to view.

Run Your Report and Interpret the Results

After entering your selection criteria you will be ready to run your report. After running the report, IUIE returns the requested data. Now you can interpret the results to get the information you need.

Important Terms

Selection Criteria

All IUIE reports for TIME require that you enter some information that tells IUIE what kind of data to return for your report. The parameters you enter are called *selection criteria*. A few common examples of selection criteria include Financial Chart of Accounts Code, Organization Code, and Report Begin and Report End Date. Many reports require very little selection criteria, but the more selection criteria you can enter, the more focused and helpful your report may be.

Many reports have identical selection criteria.

Report Objects

Reports available in IUIE are commonly referred to as Report Objects. This term is used because IUIE contains many files, that while related to reports, are not reports themselves. There are two kinds of report objects that can be used to return TIME data: *Pre-Defined Queries* and *Data Groups*.

Pre-Defined Queries

A Pre-Defined Query (or PDQ) is a tool that developers created in advance to simplify the acquisition of common kinds of information. It returns a formatted report based on selection criteria that you enter into a web form. The PDQs currently available for TIME are Employee Schedule Detail, Work Area Schedule Detail, Hours Summary, Punch Detail Report, Pre-HRMS Punch Detail Report, TK Exception Reports, and TK Payroll Office Exception Reports.

Data Groups

A Data Group is a report that returns raw data from a table in spreadsheet form. Like a PDQ, a Data Group allows you to choose certain selection criteria to limit the results returned, but you also have to select which columns of data you'd like returned. Data Groups allow you access to customized information but they lack the formatted results of a Pre-Defined Query. The Data Groups currently available in TIME are Employee Data, Payroll Hours Data, Role Assignment Data, Schedule Data, and Time Collection Data.

Master Catalog

The Master Catalog is a listing of all reports available in IUIE. All the reports for TIME are found in the Master Catalog in the "Human Resources Management System" folder, then within the "Payroll" sub-folder, which in turn holds the "Timekeeping" sub-folder.

My Catalog

IUIE allows you to copy "shortcuts" of your frequently used report objects and put them in your own personal Catalog folder. This allows you to quickly access the reports you use most often.

IUIE Interface

When you first log into IUIE you will need to select the Catalog tab and then the Master Catalog or your Personal Catalog (if you've previously taken time to add items to your Personal Catalog). A list of folders housing available report objects appears in the left-hand window. You can navigate through these folders by clicking on them to reveal the report objects or sub-folders within.

In the example below we have selected the "Human Resources Management System" folder which houses the "Payroll" sub-folder which in turn houses the "Timekeeping" sub-folder. Clicking on the "Timekeeping" sub-folder reveals a list of report objects available for TIME. You can click on the name of any report object and a web form will be loaded in the right-hand window. This right-hand window is where you will enter the selection criteria to generate your report.

Some report results can be viewed in this right hand window, but most allow you to choose to return the results to Microsoft Word or Microsoft Excel. Your results can then be saved or printed just like any other file.

A Sample Report

Supervisors can use the TK Exception Reports, a Pre-Defined Query, to see when important or unusual things have occurred in TIME. In this example, an IUIE user is working in the IU Bookstore where she is the supervisor for a work area called “Books.” She needs to run a list of all exceptions for the pay period of 03/30/2003 through 04/12/2003. After this report is generated the supervisor will use this information to look for any problems before she approves the timesheets for the corresponding pay period.

After logging into IUIE, she loads the Master Catalog and selects the “Payroll” folder then the “Timekeeping” sub-folder. IUIE then presents her with a list of all TIME reports that are available to her. She selects “TK Exception Reports” and IUIE loads the web-form on the right-hand side of the web browser as seen below.

Home Catalog Utilities

My Catalog | Master Catalog | Test Catalog | Search Catalog

Human Resource Management S

- Benefits
- Control Tables
- Edoc
- Human Resources
- Payroll
 - Deductions Files
 - HRMS
 - Timekeeping
 - Employee Data
 - Employee Schedule Detail
 - Hours Summary
 - Payroll Hours Data
 - Pre-HRMS Punch Detail
 - Punch Detail Report
 - Role Assignment Data
 - Schedule Data
 - Task Data
 - Time Collection Data
 - TK Exception Reports
 - TK Payroll Office Exception
 - Work Area Data
 - Work Area Schedule Data

TK Exception Reports

[Create Shortcut](#) [Security Information](#)

[Instructions](#) [Report Object Help](#)

Specified Field Values Will Determine the Resulting Output:

Chart of Accounts [Wildcards Allowed](#)

Organization Code

Work Area Short Description

Employee Username

Range Begin Date (MM/DD/YY)

Range End Date (MM/DD/YY)

Exception Type (Multiple allowed)

Output Type (Must =)

Now she needs to enter Selection Criteria into the report screen to specify exactly what is to be included in his report. She begins by selecting the Chart of Accounts that her Department belongs to, which is Bloomington Auxiliary or “BA.” Next she enters her Organization Code, which is just an abbreviation of her department’s name, “BKST.” Then she specifies the work area “BOOKS.” And finally she enters the Range Begin Date and Range End Date for the pay period she wishes to view.

Specified Field Values Will Determine the Resulting Output:

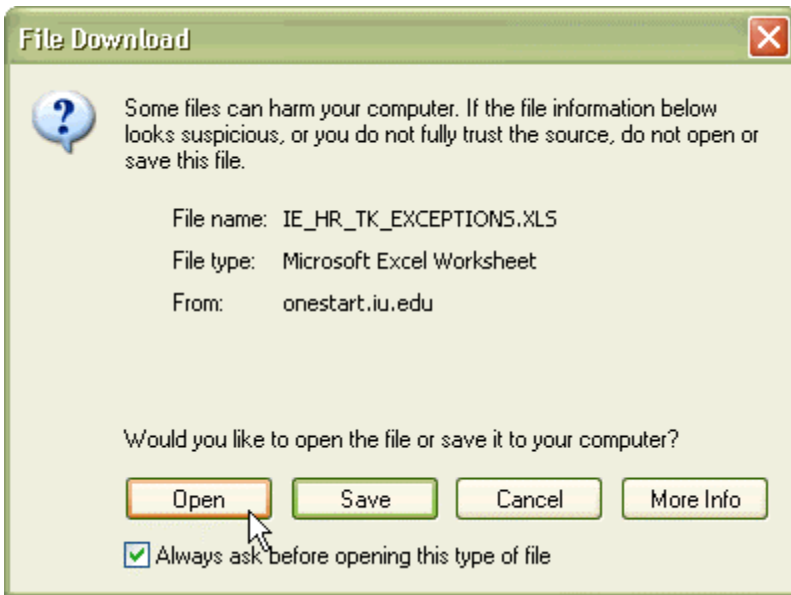
Chart of Accounts	<input type="text" value="BA"/> <input type="text" value="BL"/> <input type="text" value="EA"/>	
Organization Code	<input type="text" value="BKST"/>	<input type="button" value="Valid Values"/>
Work Area Short Description	<input type="text" value="BOOKS"/>	<input type="button" value="Valid Values"/>
Employee Username	<input type="text"/>	<u>Wildcards</u> <u>Allowed</u>
Range Begin Date (MM/DD/YY)	<input type="text" value="03/30/03"/>	
Range End Date (MM/DD/YY)	<input type="text" value="04/12/03"/>	
Exception Type (Multiple allowed)	<input type="text" value="All Exceptions"/> <input type="text" value="Approaching Max Daily Hours"/> <input type="text" value="Approaching Overtime"/>	
Output Type (Must = Output Format)	<input type="text" value="Excel - text/delimited"/>	

<u>Select the Output Format</u>	<u>Select the Output Destination*</u>
<input checked="" type="radio"/> MS Excel	<input checked="" type="radio"/> Wait for Output
<input type="radio"/> Word-RTF	<input type="radio"/> Send Output to Completed Reports
	<input type="radio"/> Send Output to BARR Printer <input type="text"/>

Because she's not looking for any particular type of exception, she leaves the Exception Type field set to the default, which is "All Exceptions." This will return any exception report information that is available.

She also decides that she would like the report returned to an Excel spreadsheet, so she leaves the Output Type set to "Excel-text/delimited" and the Output Format to "MS Excel."

With all of her selection criteria entered, she clicks the Submit button at the bottom of the page and waits a few seconds for her data to be returned. After his report has been processed, the system asks her if she'd like to open the file or save it to a disk. As seen below, she elects to open the file.



Excel is launched automatically and after formatting a few of the columns, she has an easy-to-read list of all the exceptions for this work area for this time period. Part of the generated report is pictured below.

	A	B	C	D	E	F
1	INDIANA UNIVERSITY					
2	Timekeeping Exceptions Report					
3	Reporting to Chart of Accounts Code: BA					
4	For Organization Code(s): BKST					
5	For Work Area(s): BOOKS					
6	For Employee(s): None entered					
7	For Range Beginning Date: 03/30/03					
8	For Range Ending Date: 04/12/03					
9	For Exception Code(s): None entered					
10						
11	Approaching Overtime Report (AOT)					
12	=====					
13	Employee Name	Chart-Org	Work Area	Week Begin Date	Total Hours	
14	Belbutoski,David John	BA-BKST	BOOKS	4/6/2003	34.72	
15						
16	Below Minimum Lunch Time Report (BLT)					
17	=====					
18	Employee Name	Chart-Org	Work Area	Work Date	Lunch Hours	Minimum Lunch Hours
19	Belbutoski,David John	BA-BKST	BOOKS	3/31/2003	0.35	0.5
20	Seger,Mandi Jo	BA-BKST	BOOKS	3/31/2003	0.4	0.5
21	Wootten,Jessica Erin	BA-BKST	BOOKS	3/31/2003	0.47	0.5
22	Belbutoski,David John	BA-BKST	BOOKS	4/1/2003	0.38	0.5
23	Larson,David E	BA-BKST	BOOKS	4/1/2003	0.48	0.5
24	Belbutoski,David John	BA-BKST	BOOKS	4/2/2003	0.4	0.5

The first thing on the results is the name of the report she just ran, along with a brief listing of what selection criteria were entered. The supervisor double-checks this information to make sure she didn't incorrectly input any selection criteria, and then begins to look at the individual exceptions.

Because the TK Exception Report is a Pre-Defined Query, the results are already formatted. Each exception is listed along the side and underlined, with a list of all the exceptions of that type directly below it.

Pre-Defined Queries

The Pre-Defined Queries currently available for TIME are detailed below.

TK Exception Reports

Exception Reports help point out oddities or exceptional events recorded by TIME. When limits set by Business Rules or schedules in your department have been exceeded, exceptions will be generated. Business rules such as Lunch rules, Break rules, and Schedule/Flex Time rules establish parameters that will generate exceptions. Using Exception Reports can help you identify problems before timesheets are approved when errors are more easily corrected. This Pre-Defined Query allows you to generate a report of any or all exceptions for one or more employees.

To generate the report, enter the appropriate selection criteria in the fields shown below.

Specified Field Values Will Determine the Resulting Output:

Chart of Accounts	<input type="text" value="BA"/> <input type="text" value="BL"/> <input type="text" value="EA"/>	
Organization Code	<input type="text"/>	<input type="button" value="Valid Values"/>
Work Area Short Description	<input type="text"/>	<input type="button" value="Valid Values"/>
Employee Username	<input type="text"/>	<u>Wildcards</u> <u>Allowed</u>
Range Begin Date (MM/DD/YY)	<input type="text"/>	
Range End Date (MM/DD/YY)	<input type="text"/>	
Exception Type (Multiple allowed)	<input type="text" value="All Exceptions"/> <input type="text" value="Approaching Max Daily Hours"/> <input type="text" value="Approaching Overtime"/>	
Output Type (Must = Output Format)	<input type="text" value="Excel - text/delimited"/>	
<u>Select the Output Format</u>		<u>Select the Output Destination*</u>
<input checked="" type="radio"/> MS Excel		<input checked="" type="radio"/> Wait for Output
<input type="radio"/> Word-RTF		<input type="radio"/> Send Output to Completed Reports
		<input type="radio"/> Send Output to BARR Printer <input type="text"/>

Required Fields

The only required selection criteria for this report is Chart of Accounts.

Selection Criteria

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Chart of Accounts	Chart of Accounts Code This code identifies the chart of accounts. It is part of the primary key.	Required. Each chart of accounts is represented by a two-character abbreviation. More than one chart may be selected by holding down the 'shift' key and clicking your selections.
Organization Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.
Employee User Name	Employee User Name Unique user ID assigned to IU employees.	Up to eight alpha characters are accepted.
Range Begin Date	Range Begin Date The first date in the time period to be included in the query.	Date should be entered in the format MM/DD/YY.
Range End Date	Range End Date The last date in the time period to be included in the query. Leave this field blank to get all information after the start date.	Date should be entered in the format MM/DD/YY.
Exception Type	Exception Type Specific system-generated exceptions that TIME tracks. See a full description of each below.	To select several exceptions hold down the 'shift' key and click all the exceptions you wish to return data for. To return all exception information choose "All Exceptions."
Output Type	Output Type Specifies whether you wish the data to be returned as text-delimited (Excel) or plain text (Word).	Your selection here must match the selection under "Select the Output Format."

Exception Types

You can choose to view all Exception Types (the default), or you can manually choose any number of exceptions.

To select all Exception Types, simply leave the Exception Type set to "All Exceptions" when you run your report. To select a single exception, use the scrollbar to locate the

exception and click the name of the exception you want. To pick and choose from among the selections, hold down the “Ctrl” key and click the names of all the exceptions you wish to see. To choose several exceptions in a group, select the first one by clicking on it, then hold down the “Shift” key and select the last report. This will select both exceptions you click on and all exceptions in between.

All Exceptions (Default)

Will return all exceptions listed below.

Approaching Max Daily Hours

The Department’s Payroll Processor can set a number of Maximum Daily Hours for the employees in a given work area. When an employee’s hours for a given day approach within one hour of this maximum, an exception is generated. For example, if your department has a maximum daily hours of 8, an exception will be generated as soon as one of your employees works 7 hours in a single day.

Approaching Overtime

An employee is considered to be approaching overtime if they have worked 32 hours within a one-week period. An exception will be generated to inform the supervisor that this employee is getting close to 40 hours.

Approaching Max Weekly Hours

The Department’s Payroll Processor can set a number of Maximum Weekly Hours for the employees in a given work area. When an employee’s hours for a given week approach within 8 hours of this maximum, an exception will be generated. For example, if your department has a maximum weekly hours of 30, an exception will be generated as soon as one of your employees works 22 hours in a single week..

Below Min Daily Hours

The Department’s Payroll Processor can set a number of Minimum Daily Hours for the employees in a given work area. When an employee’s hours for a given day fall below this set number, an exception is generated.

Below Min Weekly Hours

The Department’s Payroll Processor can set a number of Minimum Weekly Hours for the employees in a given work area. When an employee’s hours for a given week fall below this set number, an exception is generated.

Exceeded Max Daily Hours

The Department’s Payroll Processor can set a number of Maximum Daily Hours for the employees in a given work area. When an employee’s hours for a given day exceed this set number, an exception is generated.

Exceeded Max Weekly Hours

The Department’s Payroll Processor can set a number of maximum weekly hours for the employees in a given work area. When an employee’s hours for a given week exceed this set number, an exception is generated.

Employee Schedule Ends in 1 Week

This exception is generated when TIME detects that an employee's schedule is going to end in the next week. *This exception will only be generated for work areas that are using schedules.*

Missed Clock Out

An exception is generated if an employee clocks in and has not clocked out over 10 hours later.

Work Area Schedule Ends in 1 Week

An exception is generated if the employee has scheduled work time in the future but is within one week of having no more scheduled work time.

Exceeded Break Segments

If the Department requires employees to clock out on breaks, the Department's Payroll Processor sets the number of minutes employees receive for breaks and the number of break segments an employee can take that break in. If an employee exceeds the number of allotted break segments, an exception is generated.

Exceeded Break Time

If an employee exceeds the total amount of allotted break time, an exception is generated.

Below Min Lunch Time

The Department's Payroll Processor sets a minimum and maximum lunchtime for work areas that require their employees to clock out to lunch. If employees take a lunch break that falls below the minimum lunchtime, an exception is generated.

Exceeded Lunch Time

If employees take a lunch break that exceeds the maximum amount allotted for lunch, an exception is generated.

Early Clock In

The Department's Payroll Processor sets a number of minutes in which an employee can clock in early and not generate an exception. If the employee clocks in earlier than this, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Late Clock In

The Department's Payroll Processor sets a number of minutes in which an employee can clock in late and not generate an exception. If the employee clocks in later than this, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Early Clock Out

The Department's Payroll Processor sets a number of minutes in which an employee can clock out early and not generate an exception. If the employee clocks out earlier than this, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Late Clock Out

The Department's Payroll Processor sets a number of minutes in which an employee can clock out late and not generate an exception. If the employee clocks out later than this, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Exceeded Move Time

If your Department requires mobile employees to "move out" of one location and "move into" another, your Payroll Processor will establish a number of minutes your mobile employees have to move. If this established move time is exceeded, an exception is generated.

Job Work Area/Task Not Matching

If an employee is scheduled to work one job, work area, or task and does not clock into that job, work area, or task, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Missed Shift

If an employee fails to clock in for a scheduled shift, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Off Campus Dial-In

If an employee interacts with TIME from an off-campus location, an exception is generated.

Schedule Location Not Matching

If an employee is scheduled to work in a specific location and they clock in from another location, an exception is generated. *This exception will only be generated for work areas that are using schedules.*

Timesheet Hours on Deleted Job/Assignment

If an employee has recorded hours on an assignment that is subsequently deleted on an e-doc with a past effective date, those hours will no longer be connected to a valid assignment. This exception will alert the supervisor when this occurs. These hours will show up on the timesheet as black blocks numbered with a "99."

Hours Summary

This Pre-Defined Query is used to generate a summary of the hours worked by employees during the selected pay periods. The report can provide subtotals for you at different levels, including employee, work area, and account number. The report can be returned in Plain Text format and viewed within the browser window or extracted to Word-RTF format and viewed with a word processing program such as Microsoft Word.

Required Fields

The only required selection criterion is "Chart of Accounts." If this is the only information you enter before running the report, you will receive all the information about hours worked by all employees on all accounts answering to that Chart. For

instance, entering “BL” for the Bloomington Chart of Accounts will return information about all the hours worked by all employees paid on all Bloomington accounts.

Selection Criteria

Field Name	Title & Description	Other information
Chart	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Required. Each chart of accounts is represented by a two-character abbreviation.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Account Number	Account Number Identifier for a pool of funds assigned to a specific university entity, for a specific function.	Seven alphanumeric characters are accepted. More than one account may be entered.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization..	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.
Task Short Description	Task Short Description Up to six alphanumeric characters uniquely identifying a task within a work area.	Six alphanumeric characters are accepted. More than one task may be entered.
Employee Name	Employee Name The name of an individual employee who made changes to a timesheet.	Up to thirty alpha characters are accepted.
Range Begin Date	Range Begin Date The first date in the time period to be included in the query.	Date should be entered in the format MM/DD/YY.
Range End Date	Range End Date The last date in the time period to be included in the query. Leave this field blank to get all information after the start date.	Date should be entered in the format MM/DD/YY.
Show Employee Totals?	Show Employee Totals? Check box indicating you wish the report to return hours for individual employees.	The report defaults to show employee totals.

Field Name	Title & Description	Other information
Show Employee Totals by Earn Type?	Show Employee Totals by Earn Type? Check box indicating you wish the report to indicate the earn type of hours summarized. When this option is selected you will see overtime hours listed separately from regular hours.	The report defaults to show employee totals by earn type.

After you have entered all your selection criteria, select your output format and destination and click “Submit.”

A Note on Formatting: If you are returning the results of this report to Word, and you are retrieving information for more than 3 pay periods, you will want to set your pages to “Landscape” as opposed to “Portrait.” This will prevent your columns from running off the right side of the page and returning to the left.

If you continue to have this problem, try entering a Range Begin Date and Range End Date to limit the number of pay periods your report returns.

The report will be formatted as seen below.

BA-BKST			
60-205-05			
BOOKS			
Manilow, Barry			
		04/12/03	Total
		-----	-----
	WK1	RCH	10.73 10.73
	WK1	OVT	0.00 0.00
	WK1	TOT	10.73 10.73
	WK2	RCH	11.51 11.51
	WK2	OVT	0.00 0.00
	WK2	TOT	11.51 11.51
		-----	-----
	Total		22.24 22.24

The column headings to the right represent pay period end-dates that fall within your selected date range. If you did not specify a date range the report will return all pay periods recorded in TIME.

The rows of the report are organized first by Organization, then by Account Number, work area, and finally employee Name. Sub-Totals are provided at the work area, Account, and organization levels.

Schedule Detail

Two reports are available to show schedule details: Employee Schedule Detail and Work Area Schedule Detail. These Pre-Defined Queries allow you to view employee schedules for a selected date range. Both retrieve the same data, but sort the results in a different

way. Employee Schedule Detail will return all the schedule information sorted by person, while Work Area Schedule Detail returns all the information sorted by work area. Both reports will generate an Adobe Acrobat file visually depicting the schedule information.

Employee Schedule Detail

Use this report to view the schedule information for a range of dates sorted by employee.

Required Fields

Chart of Accounts is a required field.

Selection Criteria

Field Name	Title & Description	Other information
Chart of Accounts	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Required. Each chart of accounts is represented by a two-character abbreviation.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Work Area Short Description	Work Area Short Description A ten-character description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.
Employee Name	Employee Name The name of an individual employee who made changes to a timesheet.	Up to thirty alpha characters are accepted.
Schedule Block Begin Date	Schedule Block Begin Date The first date to be included in the query.	Date should be entered in the format MM/DD/YY.
Schedule Block End Date	Range End Date The last date to be included in the query.	Date should be entered in the format MM/DD/YY.

After entering all your report criteria, select your output destination and click "Submit."

UA
TK12
LAB TECHS
MCFALL, RON DALE

	12AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10AM	11AM	12PM
04/30/01													
04/30/01													
05/01/01													
05/01/01													

Each row of the report represents a date within the date range specified. Times are listed as column headings across the top of the page. Scheduled hours appear as a colored bar ranging from one time to another.

Work Area Schedule Detail

Use this report to view schedules for a range of dates sorted daily by work area.

Required Fields

Chart of Accounts is a required field. All other fields are optional.

Selection Criteria

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Chart of Accounts	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Required. Each chart of accounts is represented by a two-character abbreviation.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Work Area Short Description	Work Area Short Description A ten-character description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.
Employee Name	Employee Name The name of an individual employee who made changes to a timesheet.	Up to thirty alpha characters are accepted.
Schedule Block Begin Date	Schedule Block Begin Date The first date to be included in the query.	Date should be entered in the format MM/DD/YY.

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Schedule Block End Date	Range End Date The last date to be included in the query.	Date should be entered in the format MM/DD/YY.

After entering all your report criteria, select your output destination and click “Submit.”

LA TK12 LAB TECHS 04/30/01	12AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10AM
MCFALL, RON DALE											
MCFALL, RON DALE											
PAHN, EMILY SUSAN											
PAHN, EMILY SUSAN											
SEKOWSKI, REBECCA											

The report will generate a separate section for each day you have specified. Each row of the report represents an employee within the selected work area. Times are listed as column headings across the top of the page. Scheduled hours appear as a colored bar ranging from one time to another.

Punch Detail Report

This Pre-Defined Query allows you to retrieve detailed hours information for employees for selected pay periods. You can see when an employee worked on each day of a given pay period, as well as how many regular hours and how many overtime hours they worked. This report also gives you the hourly rate for the job the employee was working.

The formatted report is sorted by work area, account number, and employee.

Supervisors may find this report useful for reviewing hours worked for a given pay period before approving timesheets for that pay period.

Note: The Punch Detail Report will only include payrolls that have been processed in the HRMS Payroll system. For any payrolls processed prior to HRMS please use the Pre-HRMS Punch Detail, discussed below.

Required Fields

“Chart of Accounts” is a required field.

Selection Criteria

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Chart of Accounts	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Required. Each chart of accounts is represented by a two-character abbreviation.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Work Area Short Description	Work Area Short Description A ten-character description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.
Employee Name	Employee Name The name of an individual employee who made changes to a timesheet.	Up to thirty alpha characters are accepted.
Pay Period End Date	Pay Period End Date The last date of the pay period to be included in the query.	Date should be entered in the format MM/DD/YY.
Display Signature Line?	Display Signature Line Check this box if you would like the report to include a line for an employee's signature. This would be used if you needed an employee to manually approve their hours worked for any reason.	

After entering all your report criteria, select your output destination and click "Submit."

BA-EKST BOOKS		60-205-05			
Manilow, Barry		\$6.90	CLERK/CASHIER		
		In Time	Out Time	Reg Hours	

Week 1	Sun 03/30/2003				
	Mon 03/31/2003	07:53 AM	11:52 AM	3.99	
		12:13 PM	05:00 PM	4.77	
	Tue 04/01/2003	07:49 AM	11:56 AM	4.11	
		12:19 PM	05:00 PM	4.68	
	Wed 04/02/2003	07:49 AM	11:50 AM	4.01	
		12:14 PM	05:00 PM	4.77	
	Thu 04/03/2003	07:54 AM	11:57 AM	4.04	
		12:16 PM	05:01 PM	4.76	
	Fri 04/04/2003	07:53 AM	11:52 AM	3.99	
		12:14 PM	01:06 PM	0.88	
	Sat 04/05/2003				
Total for Week 1:				OVT	0.00
				RGP	40.00

Week 2	Sun 04/06/2003				
	Mon 04/07/2003	07:52 AM	12:46 PM	4.90	
		01:08 PM	04:59 PM	3.85	
	Tue 04/08/2003	07:56 AM	11:57 AM	4.02	
		12:25 PM	05:00 PM	4.58	
	Wed 04/09/2003	07:55 AM	11:57 AM	4.03	
		12:17 PM	05:00 PM	4.71	
	Thu 04/10/2003	07:54 AM	11:53 AM	3.99	
		12:22 PM	05:00 PM	4.64	
	Fri 04/11/2003	07:54 AM	11:55 AM	4.03	
		12:15 PM	01:30 PM	1.25	
	Sat 04/12/2003				
Total for Week 2:				OVT	0.00
				RGP	40.00

Total for period ending 04/12/03:					80.00

A sample report appears above. The report will generate a separate page for each employee for each pay period, based on the selection criteria you entered.

Pre-HRMS Punch Detail Report

This Pre-Defined Query is identical to the Punch Detail report described above except that it allows users to pull information about pay periods prior to HRMS (periods ending 11/23/02 or prior).

Datagroups

The Datagroups currently available for TIME are detailed below.

Employee Data

This Data Group allows you to extract data from the TIME employee data table. You can use this query to get a list of all employees in your work areas. It can also be used to generate information about their jobs, what tasks they're assigned to, their pay rate, and other information about their assignments in TIME.

Enter the parameters to specify which employees will be included in the query and then select the columns containing the information you wish to retrieve. The generated report can be returned to the web browser or to a spreadsheet application like Microsoft Excel.

Required Fields

None.



TIP!

Required Fields

Some reports in IUIE have no required fields. This means that no selection criteria have to be entered in the web form in order to generate a report. Even though there might not be required fields for a given report, it is always a good idea to enter as much selection criteria as possible to help narrow the results. If you leave all the selection criteria blank you will likely get a report that is far too large to be useful.

Selection Criteria

<u>Field Name</u>	<u>Title & Description</u>	<u>Other information</u>
Chart of Accounts Code	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Each chart of accounts is represented by a two-character abbreviation. More than one chart may be entered.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization..	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.
Work Area Account Number	Work Area Account Number The account number from which hours worked in a given work area will be paid.	Each work area is associated with an account number. An account number is seven numeric digits.

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select “All Columns” to return all available information.

Select an output format, output destination, and maximum number of rows to return and click “Run Query.” An example of the data that can be generated from this datagroup appears below.

Employee ID	Work Area ID	Person Name	User ID	Compensation Rate	Job Title	Work Area Short Description
1000214217	0001	MYERS,ANGELA RUTH	ARMYERS	6.5	READING TUTOR	RDNG TUTRS
1000241110	0001	TERRELL,MONIKA ANNE	MATERREL	6.5	READING TUTOR	RDNG TUTRS
1000242041	0001	HIGGINS,MELISSA LEE	MHIGGENS	6.5	READING TUTOR	RDNG TUTRS
1000249605	0001	LAWYER,STEPHANIE	SLAWYER	6.5	READING TUTOR	RDNG TUTRS
1000251983	0001	SMITH,STEVEN SCOTT	STSSMITH	6.5	READING TUTOR	RDNG TUTRS
1000214024	0018	MCMULLEN,BRIAN NEAL	BRIMCMUL	8	LAB TECHNICIAN	LAB TECHS
1000215696	0018	YU,ELIZABETH J.	EYU	8	LAB TECHNICIAN	LAB TECHS
1000230000	0018	WEST,ALISON THERESA	AWEST	8	LAB TECHNICIAN	LAB TECHS
1000239944	0018	WIRE,MEGHAN ELIZABETH	MEWIRE	8	LAB TECHNICIAN	LAB TECHS

Schedule Data

This Data Group draws on all the schedule information stored in TIME. You can use it to retrieve schedule information for an individual employee or an entire work area within a selected range of dates.

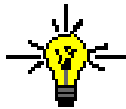
Required Fields

None.

Selection Criteria

Field Name	Title & Description	Other information
Work Area ID	Work Area ID A four-digit number that uniquely identifies a work area in TIME.	Four alphanumeric characters are accepted.
User ID	Employee User ID Unique user ID assigned to IU employees.	Up to eight alpha characters are accepted.
Begin Date	Begin Date The first date in the time period to be included in the query.	Date should be entered in the format MM/DD/YY.
End Date	End Date The last date in the time period to be included in the query. Leave this field blank to get all information after the start date.	Date should be entered in the format MM/DD/YY.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization..	Each work area is represented by a short name up to ten-characters in length. Multiple work areas may be entered.

Field Name	Title & Description	Other information
Task Description	Task Description A short description of a task within a work area.	Each task is represented by a description up to thirty characters in length.
Chart of Accounts Code	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Each chart of accounts is represented by a two-character abbreviation. More than one chart may be entered.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.



TIP!

Valid Values

Some fields in IUIE report objects will have Valid Value buttons beside them. These buttons are there to assist you in choosing the appropriate criteria for you report. Click the Valid Values button to be shown a list of all the valid values that can be entered in that field. Each value has a check box next to it. Click the check box to select the criteria to be included in your report. Select all values that are appropriate for your report and click “Return Values.”

TIME will return you to the previous screen where your selected value(s) will appear in the corresponding field. You can now continue entering your selection criteria.

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select “All Columns” to return all available information.

Select an output format, output destination, and maximum number of rows to return and click “Run Query.” An example of the data returned from this Data Group appears below.

Schedule ID	Employee ID	Schedule Block Begin Date	Schedule Block Begin Time	Schedule Block End Time	Schedule Block End Date
5010	58896				
5011	58899	6/9/2003	10:30 AM	1:00 PM	6/9/2003
5011	58899	6/9/2003	2:00 PM	6:00 PM	6/9/2003
5011	58899	6/10/2003	10:30 AM	1:00 PM	6/10/2003
5011	58899	6/10/2003	2:00 PM	6:00 PM	6/10/2003
5011	58899	6/11/2003	10:30 AM	1:00 PM	6/11/2003
5011	58899	6/11/2003	2:00 PM	6:00 PM	6/11/2003
5011	58899	6/13/2003	10:30 AM	1:00 PM	6/13/2003
5011	58899	6/13/2003	2:00 PM	6:00 PM	6/13/2003
5011	58899	6/18/2003	2:00 PM	6:00 PM	6/18/2003
5011	58899	6/20/2003	2:00 PM	6:00 PM	6/20/2003
5011	58899	6/25/2003	2:00 PM	6:00 PM	6/25/2003
5011	58899	6/27/2003	2:00 PM	6:00 PM	6/27/2003

Time Collection Data

This Data Group draws on the timesheet information stored in TIME. You can use it to retrieve information about hours worked, in and out times, and to identify who made changes to timesheets. It can also return subtotals for weekly hours worked and gross pay by work area or task.

Required Fields

None.

Selection Criteria

Field Name	Title & Description	Other information
Department ID (Chart+Org)	Select the code that identifies the proper chart of accounts. It is part of the primary key.	Each chart of accounts is represented by a two-character abbreviation. More than one chart may be entered.
Work Area Org Code	Work Area Organization Code The organization to which work areas are tied—usually the highest level organization in the hierarchy.	
Work Area ID	Work Area ID A four-digit number that uniquely identifies a work area in TIME.	Four alphanumeric characters are accepted.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length.
Task ID	Task ID Up to six alphanumeric characters uniquely identifying a task within a work area.	Six alphanumeric characters are accepted. More than one task may be entered.
Account Number	Account Number Identifier for a pool of funds assigned to a specific university entity, for a specific function.	Seven alphanumeric characters are accepted. More than one account may be entered.
Pay Period End Date	End Date The last date of the pay period to be included in the query.	Date should be entered in the format MM/DD/YYYY.
Employee Name	Employee Name The name of an individual employee who made changes to a timesheet.	Up to thirty alpha characters are accepted, must be entered surrounded by quotations (“Doe,John”).

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select “All Columns” to return all available information.

Select an output format, output destination, and maximum number of rows to return and click “Run Query.” An example of the data that can be returned from this Data Group appears below.

Person Name	Work Begin Date	Work Begin Time	Work End Date	Work End Time	Work Area Week 1 Gross Amount	Work Area Week 2 Gross Amount
MCMULLEN,BRIAN NEAL	05/05/2001	09:39 AM	05/05/2001	03:39 PM	48	48
MCMULLEN,BRIAN NEAL	04/07/2001	09:39 AM	04/07/2001	03:39 PM	96	96
MCMULLEN,BRIAN NEAL	04/07/2001	09:39 AM	04/07/2001	03:39 PM	96	96
MCMULLEN,BRIAN NEAL	04/14/2001	09:30 AM	04/14/2001	03:30 PM	96	96
MCMULLEN,BRIAN NEAL	04/14/2001	09:30 AM	04/14/2001	03:30 PM	96	96
MCMULLEN,BRIAN NEAL	04/14/2001	09:30 AM	04/14/2001	03:30 PM	96	96
MCMULLEN,BRIAN NEAL	04/14/2001	09:30 AM	04/14/2001	03:30 PM	96	96

Payroll Hours Data

This Data Group returns the raw data that is fed from the TIME system into the HRMS payroll system. The report can return the number of an hours an employee worked each week of a given pay period, the earn code and object code associated with those hours, as well as the hourly rate at which the hours are paid.

Note: The information for any given pay period is not available until the extract of information from TIME to HRMS is completed. Normally this report will be available on the Thursday following the end of a pay period.

Required Fields

“Chart of Accounts” is a required field.

Selection Criteria

Field Name	Title & Description	Other information
Chart of Accounts Code	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Required. Each chart of accounts is represented by a two-character abbreviation.

Field Name	Title & Description	Other information
Account Number	Account Number Identifier for a pool of funds assigned to a specific university entity, for a specific function.	Seven alphanumeric characters are accepted. More than one account may be entered.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Pay Period End Date	Pay Period End Date The last date of the pay period to be included in the query.	Date should be entered in the format MM/DD/YYYY.
Employee Name	Employee Name The name of an individual employee who made changes to a timesheet.	Up to thirty alpha characters are accepted, must be entered surrounded by quotations (“Doe,John”).
User Name	Employee User Name Unique user ID assigned to IU employees.	Up to eight alpha characters are accepted.

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select “All Columns” to return all available information.

Select an output format, output destination, and maximum number of rows to return and click “Run Query.” A sample of the data that can be returned from this Data Group appears below.

	A	B	C	D	E	F	G	H	I	J
1	Universal User ID	User Name	Name	Payroll Period End Date	Week Number	Account Number	Object Code	Hourly Rate	Earning Type	Hours
2	1000003311	JODOE	DOE,JOHN G	9/15/2001	1	4120020	3050	20	HRP	20
3	1000003311	JODOE	DOE,JOHN G	9/15/2001	2	4120020	3050	20	HRP	20
4	1000003311	JODOE	DOE,JOHN G	9/29/2001	2	4120020	3050	20	HRP	20
5	1000003311	JODOE	DOE,JOHN G	10/13/2001	2	4120020	3050	20	HRP	20
6	1000003311	JODOE	DOE,JOHN G	11/10/2001	1	4120020	3050	20	HRP	20
7	1000003311	JODOE	DOE,JOHN G	12/6/2001	1	4120020	3050	20	HRP	20
8	1000003311	JODOE	DOE,JOHN G	11/24/2001	2	4120020	3050	20	HRP	20
9	1000003311	JODOE	DOE,JOHN G	10/27/2001	1	4120020	3050	20	HRP	20
10	1000003311	JODOE	DOE,JOHN G	10/13/2001	1	4120020	3050	20	HRP	20
11	1000003311	JODOE	DOE,JOHN G	11/10/2001	2	4120020	3050	20	HRP	20
12	1000003311	JODOE	DOE,JOHN G	12/6/2001	2	4120020	3050	20	HRP	20
13	1000003311	JODOE	DOE,JOHN G	11/24/2001	1	4120020	3050	20	HRP	20
14	1000003311	JODOE	DOE,JOHN G	10/27/2001	2	4120020	3050	20	HRP	20
15	1000003311	JODOE	DOE,JOHN G	9/29/2001	1	4120020	3050	20	HRP	20

Role Assignment Data

This Data Group returns information about who holds which roles in the TIME system. The report can return information about the Payroll Processors, Supervisors, and Reviewers with access to TIME as well as information about the Departments or Work Areas they are responsible for.

Required Fields

None.

Selection Criteria

Field Name	Title & Description	Other information
Chart of Accounts Code	Financial COA Code This code identifies the chart of accounts. It is part of the primary key.	Each chart of accounts is represented by a two-character abbreviation.
Org Code	Organization Code This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length.
TIME Role Code	TIME Role Code The role a specific TIME user has in the system, such as Payroll Processor, Supervisor, Reviewer, or System Administrator.	You can select "All" if you wish to return information related to all TIME roles.
Account Number	Account Number Identifier for a pool of funds assigned to a specific university entity, for a specific function.	Seven alphanumeric characters are accepted. More than one account may be entered.

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select "All Columns" to return all available information.

Select an output format, output destination, and maximum number of rows to return and click "Run Query." A sample of the data that can be returned from this Data Group appears below.

	A	B	C	D	E
1	Name	Role Code	Role Name	Organization Code	Chart of Accounts Code
2	Doglione, Teresa Ann	PAYP	Payroll Processor	ENRL	IN
3	Vannort, Carol	PAYP	Payroll Processor	ENRL	IN
4	Myers, Kaycia Diane	TKSA	TIME Systems Administrator	N/A	N/A
5	Swafford, Alicia Ann	TKSA	TIME Systems Administrator	N/A	N/A
6	Allaei, Sara Kurtz	PAYP	Payroll Processor	INTP	IN
7	Metzger, Virginia Kleinhans	PAYP	Payroll Processor	RTVS	BL
8	Hawkins, Diana Lee	PAYP	Payroll Processor	RTVS	BL
9	Walsh, Kevin Christopher	PAYP	Payroll Processor	SPEA	IN
10	Tippin, James Howard	PAYP	Payroll Processor	RECS	BL
11	Randall, Mercedes	PAYP	Payroll Processor	RESG	IN
12	Deckard, Royce Dean	PAYP	Payroll Processor	MUS	BL
13	Deckard, Royce Dean	PAYP	Payroll Processor	MUS	BL
14	Pollard, Susan Lynn	TKSA	TIME Systems Administrator	N/A	N/A
15	Stephenson, Helen Claire	PAYP	Payroll Processor	GEOY	BL
16	Quillen, Joyce Diane	PAYP	Payroll Processor	FAMM	IN

Task Data

This Data Group returns information about existing tasks within TIME work areas.

Required Fields

None.

Selection Criteria

Field Name	Title & Description	Other information
Task ID Number	Task ID Number Up to 7 character code that uniquely identifies a task within a work area.	Up to seven alphanumeric characters.
Task Description	Task Description A short description of a task within a work area.	Each task is represented by a description up to thirty characters in length.
Work Area ID Number	Work Area ID A four-digit number that uniquely identifies a work area in TIME.	Four alphanumeric characters are accepted.

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select “All Columns” to return all available information.

Select an output format, output destination, and maximum number of rows to return and click “Run Query.” A sample of the data that can be returned from this Data Group appears below.

	A	B	C	D	E	F	G
1	Task ID number	Work Area ID number	Task COA Code	Task Account Number	Task Description	Effective Status	Effective Date
2	686977	21	IN	4686977	4686977	A	1/1/1980
3	186917	24	IN	4186917	4186917	A	1/1/1980
4	686975	25	IN	4686975	4686975	A	1/1/1980
5	686978	25	IN	4686978	4686978	A	1/1/1980
6	686968	25	IN	4686968	4686968	A	1/1/1980
7	2112	38	BL	2120012	2120012	A	1/1/1980
8	2168	38	BL	2120068	2120068	A	1/1/1980
9	1035	37	BL	1020035	1020035	A	1/1/1980
10	2168	37	BL	2120068	2120068	A	1/1/1980
11	1035	39	BL	1020035	1020035	A	1/1/1980
12	1035	51	BL	1020035	1020035	A	1/1/1980

Work Area Data

This Data Group returns information about existing work areas. This report will return information about all work areas, both TIME work areas and Payroll Voucher Distribution work areas.

Required Fields

None.

Selection Criteria

Field Name	Title & Description	Other information
Work Area ID	Work Area ID A four-digit number that uniquely identifies a work area in TIME.	Four alphanumeric characters are accepted.
Work Area Short Description	Work Area Short Description A short description of a work area within an Organization.	Each work area is represented by a short name up to ten-characters in length.
Work Area COA Code	Work Area COA Code This code identifies the chart of accounts associated with this work area	Each chart of accounts is represented by a two-character abbreviation.
Work Area Organization Code	Work Area Organization Code This code identifies the Organization (department) that owns this work area.	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
Work Area Account Number	Work Area Account Number The account number tied to a particular work area. Only TIME work areas will have a Work Area Account Number.	Seven alphanumeric characters are accepted. More than one account may be entered.

After entering your selection criteria, select the columns you wish to be included in the report. Alternately, you can select “All Columns” to return all available information.

Select an output format, output destination, and maximum number of rows to return and click “Run Query.” A sample of the data that can be returned from this Data Group appears below.

	A	B	C	D	E
1	Work Area ID	Work Area Account Number	Work Area Short Description	Work Area Long Description	Work Area Organization Code
2	1192	1035500	1035500HLD	10-355-00 Holding Work Area	OPT
3	1222	1035520	1035520HLD	10-355-20 Holding Work Area	OPT
4	9609		10-362-78	10-362-78	BUS
5	1102		1047105HLD	10-471-05 Holding Work Area	VPIT
6	5126		WTS M-P	1020730- M-P	WCEN
7	9610			1036279	1036279 BUS
8	B093	1036310		1036310	1036310 BUS
9	3123			1036500	1036500 RPAS