

Time Reconciliation Report

The Time Reconciliation Report (**ZTIMERECON_SCHOOL**) provides users with specialized report options which will aid in ensuring that all employees are compensated for time worked in an accurate and timely manner. The specialized reports utilize data recorded in the CATS screens.



The specialized report options include:

- Time in CATS
- Time in CATS not yet Approved
- Total hours for TMS 9
- Time Sheets with no entries (TMS=1)
- Time Entered and/or Approved After Cut-Off
- Time Approved but not Transferred
- Reported Hours vs plan hours for TMS 1

Benefits of Running the Time Entered and/or Approved After Cut-off Report:

The report option **Time Entered and/or Approved After Cut-Off** allows users to identify employees that will not receive pay for time worked within the pay period due to:

- Time entries being reported after the designated payroll area cut-off date
- Time entries being approved after the designated payroll area cut-off date
- Time entries not yet approved within the designated payroll area cut-off date

Utilizing the above report option will assist users in identifying underpaid employees. As a result, efforts in early detection, notification and resolution can occur immediately.

Use the following instructions to generate the **Time Entered and/or Approved After Cut-Off** report. The instructions begin from the **Time Reconciliation** initial screen.

1. Select the desired **Reporting Period**. The system default is the current month.
2. Enter the specific **Payroll Area** (CE, CL, SM).
3. Select the Report Option **Time Entered and/or Approved after Cut-off**.
4. Enter the date after cut-off in **POST CUTOFF DATE** section.
5. Enter the Current Date in the **POST CUTOFF DATE** section.
6. Click on **EXECUTE** to generate the report.

Time Reconciliation Report by Cost Center

6. Click Execute

1. Enter Current Pay Period: 06/16/2022 - 06/30/2022

2. Enter Payroll Area: SM

3. Select this Option: Time Entered and/or Approved after Cut-off

4. Enter Date after Cutoff: 07/01/2022

5. Enter Current Date: 07/14/2022

The Time Reconciliation Report for **Time Entered and/or Approved after the Cut-off** will display as shown below.

Time Reconciliation Report

Report option: Time Entered and/or Approved after Cut-off
 Workdate: 06/16/2022 - 06/30/2022
 Run Date/Time: 07/14/2022 15:04:06
 System: QR2/910
 Cost Center: 1743801
 Employment Status: 3
 Post Cutoff date: 07/01/2022 to 07/14/2022

Status of Time Entered

Person	Pers.No.	Last name First name	Cost Center	PArea	Date	A/AType	WT	Hours/Amo...	MU	Pre...	Status	WS rule	TM	Hrs/Day	Created on	Time	Created by	Appr. by	Approval date
		GONZALEZ, STEVEN	1743801	SM	06/16/2022	IL		8.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:58:57	CSUAREZ		
		GONZALEZ, STEVEN	1743801	SM	06/17/2022	IL		8.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	CSUAREZ	CSUAREZ	07/14/2022
		GONZALEZ, STEVEN	1743801	SM	06/21/2022	IL		8.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	CSUAREZ	CSUAREZ	07/14/2022
		GONZALEZ, STEVEN	1743801	SM	06/22/2022	OT		2.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	CSUAREZ	CSUAREZ	07/14/2022
		GONZALEZ, STEVEN	1743801	SM	06/23/2022	OT		2.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:58:57	CSUAREZ		
		CONTRERAS, KAREN	1743801	SM	06/16/2022	MS		8.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:59:55	CSUAREZ		
		CONTRERAS, KAREN	1743801	SM	06/17/2022	MS		8.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:59:55	CSUAREZ	CSUAREZ	07/14/2022
		CONTRERAS, KAREN	1743801	SM	06/21/2022	IL		1.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:59:55	CSUAREZ	CSUAREZ	07/14/2022
		CONTRERAS, KAREN	1743801	SM	06/22/2022	IL		8.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:59:55	CSUAREZ		
		NORIEGA, CARLOS	1743801	SM	06/16/2022	OT		2.00	H		Entered	GA_08	9	8.00	07/14/2022	15:00:48	CSUAREZ		
		NORIEGA, CARLOS	1743801	SM	06/17/2022	OT		2.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	CSUAREZ	CSUAREZ	07/14/2022
		NORIEGA, CARLOS	1743801	SM	06/21/2022	OT		1.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	CSUAREZ	CSUAREZ	07/14/2022
		NORIEGA, CARLOS	1743801	SM	06/22/2022	SPSL		8.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	CSUAREZ	CSUAREZ	07/14/2022

The following example displays time entries that have been reported and approved after the cut-off date (**06/30/2022**).

Time Reconciliation Report																	
Report option		Time Entered and/or Approved after Cut-off															
Workdate		06/16/2022 - 06/30/2022															
Run Date/Time		07/14/2022 15:59:00															
System		QR2/910															
Cost Center		= 1743801															
Employment Status		= 3															
Post Cutoff date		= 07/01/2022 to 07/14/2022															
Person ...	Pers.No.	Last name First name	Cost Center	PArea	Date	A/A type	WT	Hours/Am...	MU	Pre...	Status	WS rule	TM	Hrs/Day	Created on	Time	Approval date.
		GONZALEZ, STEVEN	1743801	SM	06/17/2022	IL		8.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	07/14/2022
		GONZALEZ, STEVEN	1743801	SM	06/21/2022	IL		8.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	07/14/2022
		GONZALEZ, STEVEN	1743801	SM	06/22/2022	OT		2.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:58:57	07/14/2022
		CONTRERAS, KAREN	1743801	SM	06/17/2022	MS		8.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:59:55	07/14/2022
		CONTRERAS, KAREN	1743801	SM	06/21/2022	IL		1.00	H		Approved	1E_08JBB	9	8.00	07/14/2022	14:59:55	07/14/2022
		NORIEGA, CARLOS	1743801	SM	06/17/2022	OT		2.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022
		NORIEGA, CARLOS	1743801	SM	06/21/2022	OT		1.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022
		NORIEGA, CARLOS	1743801	SM	06/22/2022	SPSL		8.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022
		NORIEGA, CARLOS	1743801	SM	06/23/2022	SPSL		8.00	H		Approved	GA_08	9	8.00	07/14/2022	15:00:48	07/14/2022

The following example displays a time entry that has been reported, but not yet approved.

Time Reconciliation Report																		
Report option		Time Entered and/or Approved after Cut-off																
Workdate		06/16/2022 - 06/30/2022																
Run Date/Time		07/14/2022 16:05:44																
System		QR2/910																
Cost Center		= 1743801																
Employment Status		= 3																
Post Cutoff date		= 07/01/2022 to 07/14/2022																
Person ...	Pers.No.	Last name First name	Cost Center	PArea	Date	A/A type	WT	Hours/Amount	MU	Prem. ...	Status	WS rule	TM	Hrs/Day	Created on	Time	Appr. by	Approval date.
		GONZALEZ, STEVEN	1743801	SM	06/16/2022	IL		8.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:58:57		
		GONZALEZ, STEVEN	1743801	SM	06/23/2022	OT		2.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:58:57		
		CONTRERAS, KAREN	1743801	SM	06/16/2022	MS		8.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:59:55		
		CONTRERAS, KAREN	1743801	SM	06/22/2022	IL		8.00	H		Entered	1E_08JBB	9	8.00	07/14/2022	14:59:55		
		NORIEGA, CARLOS	1743801	SM	06/16/2022	OT		2.00	H		Entered	GA_08	9	8.00	07/14/2022	15:00:48		
		NORIEGA, CARLOS	1743801	SM	06/24/2022	SPSL		8.00	H		Entered	GA_08	9	8.00	07/14/2022	15:00:48		