

# Time Reconciliation Report

## Reported Hours vs Planned Hours for TMS1

### Payroll Administration

July 20, 2023

#### 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 in accordance with **BUL-6638.1 Time Reporting and Time Approval Policy**. 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

The report option **Reported Hours vs. Plan Hours for TMS 1** allows users to compare hours reported to plan hours reflected in **Planned Working Time (Info Type 007)** from Human Resources (HR) Master Data. Suggested uses of this report are:

- To validate that time is being reported based upon the employee's assigned hours in HR Master Data.
- To significantly reduce an underpayment or overpayment.

---

Use the following instructions to generate the **Reported Hours vs Plan Hours for TMS 1** 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 **Reported Hours vs. Plan Hours for TMS 1**.
4. Click on **EXECUTE** to generate the report.

**Time Reconciliation Report by Cost Center**

4. Click Execute      OrgStructure      Search Help

Period

Reporting Period: Other Period      07/01/2022 - 07/31/2022

1. Change dates if needed

Selection Criteria

Person ID: [ ]      [ ]

Personnel Number: [ ]      [ ]

Employment Status: 3      [ ]

Personnel area: [ ]      [ ]

Personnel subarea: [ ]      [ ]

Employee group: [ ]      [ ]

Employee subgroup: [ ]      [ ]

Payroll area: [ ]      [ ]

2. Enter the Payroll Area

Cost Center: 1857501      [ ]

Report option

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

3. Select this option

The Time Reconciliation Report for **Reported Hours vs. Plan Hours for TMS 1** report will display as shown below.

**Time Reconciliation Report**

Report option: Reported hours vs plan hours for TMS 1  
 Workdate: 06/01/2022 - 06/30/2022  
 Run Date/Time: 07/14/2022 12:27:03  
 System: PRI/910  
 Cost Center: = 1857501  
 Employment Status: = 3  
 Status: = 10 , 20 , 30  
 TMS: = 1

Cost Center	Division	Division Text	PArea	Person Id	Pers.No.	Last name First name	WS rule	AsgnHrs	Reported	Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
1857501	1024401	Local District South	SM				1CAPTJBB	6.00	48.00		0.00	48.00	0.00	0.00	0.00
1857501	1024401	Local District South	SM				1CAPTJBB	6.00	49.00		0.00	48.00	1.00	0.00	0.00
1857501	1024401	Local District South	SM				1CAPTJBB	6.00	48.00		0.00	48.00	0.00	0.00	0.00
1857501	1024401	Local District South	SM				1CAPTJBB	6.50	62.25		0.00	52.00	10.25	0.00	7.90
1857501	1024401	Local District South	SM				1CAPTJBB	6.50	52.00		0.00	52.00	0.00	0.00	7.73

### How to Identify Employees with Under - Reported Assigned Plan Hours

Per the example, the **Difference** field shows a negative amount. This means that there are no hours currently reported. Review the employee's time sheet to verify that the hours are correct.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4C_PTCAF	6.50	0.00	0.00	32.50	32.50-	0.00	0.00

### How to Identify Employees with Unapproved Time

Per the example, the **Reported Unapproved and Plan Hrs** match. This means that the time has been reported, but is still pending approval.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4CBPT	6.00	0.00	30.00	30.00	0.00	0.00	0.00

### How to Identify Employees with Assigned Plan Hours Reported and Approved

Per the example, the **Reported Approved and Plan Hrs** match. This means that the employee's time has been reported and approved. The reported approved hours match the total assigned hours for the week.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4CCPT	6.00	30.00	0.00	30.00	0.00	0.00	0.00

### How to Identify Employees with Over-Reported Assigned Plan Hours

Per the example, the **Difference** field is positive. This means the employee is over the current assigned hours for the week. Check the employee's time sheet to verify that the hours are correct.

WS rule	AsgnHrs	Reported Approved	Reported UnApproved	Plan Hrs	Difference	Holiday Hrs	APT
4C_PTCAF	4.00	30.00	0.00	20.00	10.00	0.00	0.00