

NYU PeopleSync: Time and Absence Reports for Approvers

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Time and Absence Reports Overview

Reports are available to help you access information regarding your employees' time entry and absences. The term "report" is used broadly in PeopleSync and can include lists, employee views, or pending actions in PeopleSync. Reports for Time and Absences are accessed via the Time and Absence application icon. There is a dedicated Reports section in the right-hand column, and within the Time and Absence Tasks section, you can access additional resources to manage employee tasks. The reports available to you are based on your role.

From the Time and Absence dashboard, you can quickly access information via **Timesheet and Time Off Requests Awaiting My Action** and **My Team's Upcoming Time Off**. For time tracking and absence reports, review the **Reports** items.

Related Resource: [Reports Tip Sheet](#).

How to Run a Time and Absence Report

In this example, we are using the steps for the **All Worker Time Off** report. The report parameters vary by report.

Steps:

1. Enter the report name in the search box at the top left of the page. You can also access from the Reports column on the **Time and Absence** application icon.
2. Click on the report name from the search results. A window opens with related report parameters such as date range, organizations, etc.
3. Select the **Organization** from these options.
 - My Organizations: Approvers and Managers use this option to select their direct reports.
 - Organizations by Type
 - Organizations
4. **Include Subordinate Organizations**, if checked it will include organizations underneath your organization.
5. **Include Managers**, if checked it will include the manager of organizations if subordinate organizations were selected.
6. Select a **Start Date**
7. Select an **End Date**.
8. Click the **OK** button. You will receive a notification when your report is ready.

Time Tracking Reports

In this section, we provide an overview of running reports related to Time Tracking.

Compare Reported and Scheduled Hours

This report can be used to research trends over several weeks to see the number of hours each employee reported versus the hours they were scheduled to work.

Steps:

1. Click on the **Time and Absence** icon on your PeopleSync homepage.
2. Go to the **Report** column on the right.
3. Click on **More**.
4. Click on **Compare Reported and Scheduled Hours - Details**.
5. Enter a **Start Date** and **End Date**. Defaults to two months. Update as needed.
6. Click **OK**.

Time Block Audit

This report can be used to investigate changes to a specific employee's recorded time and punches either from a clock device or directly in PeopleSync, or if time has been



modified in some way.

Steps:

1. Click on the **Time and Absence** application icon on your PeopleSync homepage.
2. Go to the **Report** column on the right.
3. Click on **More**.
4. Click on **Time Block Audit**.
5. For **Organizations**, click within the organizations field for a list of the organizations you support.
6. Enter a **Start Date** and **End Date**. Defaults to two weeks. Update as needed.
7. Enter **Filter** if needed, this is optional.
8. Click the **OK** button.

Time by Calculation Tag (Specific Pay Code Report)

Use this report to view specific types of calculated time, for example, daily/weekly overtime, shift differentials, regular time, etc.

Steps:

1. Click on the **Time and Absence** application icon on your PeopleSync homepage.
2. Go to the **Report** column on the right.
3. Click on **More**.
4. Click on **Time by Calculation Tag (Specific Pay Code Report)**.
5. Click in the **Organizations field**.
6. Click on **My Organizations**. A list of the organizations you support will be available to select from.
 - o Approvers will have an option with their name followed by TSA.
 - o Approvers who are also Managers will also have their supervisory organizations listed.
7. **Include Subordinate Organizations**. Leave this field checked.
8. The **Calculation Tag (Pay Code)** field can be used to narrow which pay codes are viewed on the report. If no pay codes are selected, all the pay codes will be included.
9. Enter a **Start Date** and **End Date**. Update for the period you would like to review.
10. Click **OK**.

Time Exceptions Report for Manager/Approver

This report identifies any potential issues on timesheets submitted and any critical errors that will prevent time from being submitted. This report should be run prior to approving timesheets for the week, and before the approval deadline.

Steps:

1. Click on the **Time and Absence** application icon on your PeopleSync homepage.
2. Go to the **Report** column on the right.
3. Click on **Time Exception Report for Manager/Approver**.
4. Enter a **Start Date**. Defaults to two weeks. Update as needed.
5. Click **OK**.
6. Review the validation warnings and errors. You can download the report to Excel.
7. Navigate to the **Enter Time** task to correct these issues.

Unapproved Federal Work Study Time Charged to Department

At the end of each pay period's approval deadline, unapproved hours for students whose positions should be charged to Federal Work Study are mass approved and submitted. Unless the timesheets were approved by the actual Timesheet Approver or their delegate, these hours will not be charged to a Federal Work Study account and instead are charged to the department's default chartfield account.

To ensure Federal Work Study funds are appropriately charged, approvers can run the Unapproved Federal Work Student Time Charged to Department report to identify the entries to correct and ensure the funds are appropriately applied to Federal Work Study costing. User roles that can run this report are: Manager, Timesheet Approver, HR Analyst/partner/exec, and Absence Partner. However, corrections should be made by the Timesheet Approver and/or Manager as their approval is required.

Identifying Timesheets to Correct

Steps:

1. Enter **Unapproved Federal Work Study** in the search bar on the PeopleSync homepage.
2. Click on the **Unapproved Federal Work Study time charged to department** report.
3. The report will automatically run and provide a list of all the time entries that need to be corrected in previous pay periods and within the current academic year.
4. Review the **Position for Time** and **Supervisory Organization for Position** column to identify the departments you approve time for.
5. Once identified, use the **Reported Date** field to reference the dates you need to correct on the employee's timesheet.
6. To download the report to Excel, click the Excel X icon above the chart.

Correcting the Timesheets

Timesheets must be submitted and approved before the funding corrections are reflected in payroll. If the timesheet is not submitted and approved, the funding correction will not occur until the approval step is completed. If the Timesheet Approver is the person making the funding correction, then the approval step will automatically be completed.

Steps:

1. Click the **Time and Absence** application icon from the PeopleSync homepage.
2. Go to the **Time Tracking Tasks** column on the right.
3. Click **Enter Time for Worker**.
4. Enter the employee name in the **Worker** field.
5. Click **Enter**.
6. Enter the retroactive **Date** to correct from the report. The date must be from a previous pay period.

7. Click the **OK** button
8. Click on the time entry to correct as noted by **In/Out Time – Department Funded** at the top of the time entry.
9. Click on the search icon to change the **Time Type** from **In/Out Time – Department Funded** to **In/Out Time**.
10. Select the correct **Position** to charge the time to.
11. Click the **OK** button.
12. Continue updating all the time blocks in the period then submit.
13. Click the **Submit** button, to submit time on behalf of the employee. The submittal will automatically complete the approval step if performed by an authorized role on behalf of the employee.
14. Review the timesheet.
15. Click the **Submit** button.

Note: The employee will receive a notification.

NOTE: This corrective action of Federal Work Study student employee timesheets will replace the current process of performing Payroll Accounting Adjustments to correct Federal Work Study costing. Additionally, this corrective action will satisfy both the costing and approval requirements associated with Federal Work Study hours.

Unmatched Time Clock Events Report

This report provides unmatched time events for the employee(s) who clocked in but did not clock out. A Clock In or Out on a time clock is a *time clock event* in PeopleSync, and as events are completed a *time block* is created on the employee's timesheet.

The Unmatched Time Clock Event Report should be run frequently to get unmatched time events cleaned up so that employees will have Time Blocks on their timesheets.

Running the Report

Steps:

1. On the PeopleSync homepage, type **unmatched time** in the search menu.
2. Click **Enter**.
3. Select **Unmatched Time Clock Events for Managers/Approvers**.
4. Fill in the start date to be the first day of the pay period.
5. Fill in the end date to be the last day of the pay period.
6. Click the **OK** button.
7. Download the report using the Excel icon. This will give you a list of employee time entries needing corrections.

Correcting the Timesheets

Steps:

1. Correct the entries by going to the **Time and Absence** application icon.
2. Click **Enter Time for Worker**.
3. Enter the employee name.
4. Click **Enter**.
5. Enter date to correct per your report.
6. Click the **OK** button.
7. Click on the **Unmatched Check In** entry.
8. Update the entry as appropriate.
9. Finish the correction and click **OK**.
10. Click the **Submit** button.

Absence Management Reports

The following reports are related to Managing Absence.

All Worker Time Off

Use this report to track the history and status of all time off requests. It includes all the approved, pending and denied time for employees.

Steps:

1. Click on **Time and Absence** icon on your PeopleSync homepage.
2. Go to **Reports** column on the right.
3. Click on **More**.
4. Click on **All Worker Time Off**.
5. Click in the **Organizations** field.
6. Click on **My Organizations**. A list of the organizations you support will be available to select from. Check the individual organizations to include.
 - Approvers will have an option with their name followed by TSA.
 - Approvers who are also Managers will also have their supervisory organizations listed.
7. **Include Subordinate Organizations**. Leave this field checked.
8. Enter a **Start Date**.
9. Enter an **End Date**. Select a date range to view.
10. View the information provided.

Time and Absence Reports List (as of March 15, 2020)

Name	Roles	Type and when to use
All Worker Time Off	Approver, Manager	Absence Report: Use this report to track the history and status of all time off requests; it includes all the approved, pending, and denied time for employees.
Compare Reported and Scheduled Hours - Details	Approver, Manager	Time Tracking Report: Use to research trends over several weeks to see the number of hours each employee reported versus the hours they were scheduled to work.
Time Block Audit	Approver, Manager	Time Tracking Report: Use to investigate changes to a specific employee's recorded time and punches - i.e. punching from a device or directly in PeopleSync, or if time has been modified in some way.
Time by Calculation Tag (Specific Pay Code Report)	Approver, Manager	Time Tracking Report: Use to view specific types of calculated time - i.e. daily/weekly overtime, shift differentials, regular time, etc.
Time Exceptions Report for Manager/Approver	Approver, Manager	Time Tracking Report: Use to identify any potential issues on timesheets submitted and for critical errors that will prevent time from being submitted. It should be run prior to approving timesheets for the week, and before the approval deadline.
Unapproved Federal Work Study time charged to Department	Approver, Manager	Time Tracking Report: Use to ensure Federal Work Study funds are appropriately charged.
Unmatched Time Clock Events for Managers and Approvers	Approver, Manager	Time Tracking Report: Use to audit missed punches (clock in/clock out) for employees you support.