



Report	Use For	When to Use	What to Do
<b>Time Off Totals by Date Range and Supervisory Organizations</b>	Review total time off within a period of time.	Audit for trending purposes, HR or EE Relations inquiries.	Provide audit results as necessary.
<b>Total Time by Supervisory Organizations</b>	Audit total time worked and time off for each worker by supervisory org.	As needed for audit / trending purposes or HR/EE Relations inquiries.	Provide audit results as necessary.
<b>Detailed Total Time by Supervisory Organizations</b>	Audit detailed information regarding time worked and time off for each worker by supervisory org.	As needed for audit / trending purposes or HR/EE Relations inquiries.	Provide audit results as necessary.
<b>Total Time vs. Scheduled Hours by Supervisory Organizations</b>	Monitor deviation from standard hours. Examples: <ul style="list-style-type: none"> <li>• Sufficient number of weekly hours</li> <li>• Monitoring 0 hour time cards</li> <li>• Excessive consecutive hours</li> </ul>	End of each week in pay period or as needed for auditing.	Options: <ul style="list-style-type: none"> <li>• Contact EE</li> <li>• Contact Manager/Timekeeper/Student Timekeeper</li> <li>• Edit/Submit on behalf of EE (Auto-approve)</li> <li>• Escalate repeated trends to Manager and/or HR Director as necessary</li> </ul>
<b>Time for Supervisory Organization by Time or Calculation Type</b>	Audit time worked, time off, or calculated pay types.	As needed for audit, trending purposes or HR / EE Relations inquiries.	Provide audit results as necessary.
<b>Unmatched Time Clock Events by Supervisory Organizations</b>	Look for missing in and out punches.	Frequently – Use daily.	Options: <ul style="list-style-type: none"> <li>• Contact EE</li> <li>• Contact Manager/Timekeeper/Student Timekeeper</li> <li>• Edit/Submit on behalf of EE (Auto-approve)</li> <li>• Escalate repeated trends to Manager and/or HR Director as necessary</li> </ul>
<b>Detailed Unmatched Time Clock Events by Supervisory Organization</b>	Look for missing in and out punches.	Frequently - Use daily.	Options: <ul style="list-style-type: none"> <li>• Contact EE</li> <li>• Contact Manager/Timekeeper/Student Timekeeper</li> <li>• Edit/Submit on behalf of EE (Auto-approve)</li> <li>• Escalate repeated trends to Manager and/or HR Director as necessary</li> </ul>

Report	Use For	When to Use	What to Do
<b>Time off Balances by Supervisory Organizations</b>	Monitor leave accrual balances for all of your benefits-eligible employees. Examples: <ul style="list-style-type: none"> <li>• <b>Negative Balances</b></li> <li>• <b>Over/under accrual balances</b></li> </ul>	End of pay period or as needed for audit, trending purposes or HR/EE Relations inquiries.	Options: <ul style="list-style-type: none"> <li>• <b>Contact EE</b></li> <li>• <b>Contact Manager/Timekeeper/Student Timekeeper</b></li> <li>• <b>Edit/Submit on behalf of EE (Auto-approve)</b></li> <li>• <b>Escalate repeated trends to Manager and/or HR Director as necessary</b></li> </ul>
<b>Time Block Audit by Date Range and Supervisory Organizations</b>	Look for approval history or time block audit trail.	As needed for audit, trending purposes, HR or EE Relations inquiries.	Provide audit results as necessary.
<b>Time Errors by Supervisory Organizations</b>	Look for critical errors that will not allow time to be paid. Includes: <ul style="list-style-type: none"> <li>• <b>Unmatched Time Blocks</b></li> </ul>	Frequently - Use daily.	Options: <ul style="list-style-type: none"> <li>• <b>Contact EE</b></li> <li>• <b>Contact Manager/Timekeeper/Student Timekeeper</b></li> <li>• <b>Edit/Submit on behalf of EE (Auto-approve)</b></li> <li>• <b>Escalate repeated violation trends to Manager and/or HR Director as necessary</b></li> </ul>
<b>Time Warnings by Supervisory Organizations</b>	Look for warnings that will allow time to be paid. Examples: <ul style="list-style-type: none"> <li>• <b>Meal Break violations</b></li> <li>• <b>Rest violations</b></li> </ul>	Frequently - Use daily.	Options: <ul style="list-style-type: none"> <li>• <b>Contact EE</b></li> <li>• <b>Contact Manager/Timekeeper/Student Timekeeper</b></li> <li>• <b>Edit/Submit on behalf of EE (Auto-approve)</b></li> <li>• <b>Escalate repeated violation trends to Manager and/or HR Director as necessary</b></li> </ul>
<b>Time Errors and Warnings by Supervisory Organization</b>	Look for critical errors that will not allow time to be paid. Includes: <ul style="list-style-type: none"> <li>• <b>Unmatched Time Blocks</b></li> </ul> Also - for compliance and CU policy. Examples: <ul style="list-style-type: none"> <li>• <b>Meal Break violations</b></li> <li>• <b>Rest violations</b></li> </ul>	Frequently - Use daily.	Options: <ul style="list-style-type: none"> <li>• <b>Contact EE</b></li> <li>• <b>Contact Manager/Timekeeper/Student Timekeeper</b></li> <li>• <b>Edit/Submit on behalf of EE (Auto-approve)</b></li> <li>• <b>Escalate repeated violation trends to Manager and/or HR Director as necessary</b></li> </ul>
<b>Positions with Unapproved Time by Supervisory Organizations</b>	Review for pending EE submission and manager approvals.	End of current Pay Period.	Options: <ul style="list-style-type: none"> <li>• <b>Contact EE</b></li> <li>• <b>Contact Manager/Timekeeper/Student Timekeeper</b></li> <li>• <b>Submit on behalf of EE (Auto-approve)</b></li> <li>• <b>Reassign approval</b></li> <li>• <b>Escalate repeated trends to Manager and/or HR Director as necessary</b></li> </ul>