

## MyTime Time and Attendance Exception Reports

Log into MyTime: [www.jefferson.edu/mytime](http://www.jefferson.edu/mytime)

On the Home Page go to View Reports

The screenshot displays the EmpCenter MyTime web application interface. The top navigation bar includes the EmpCenter logo, Home and Help links, and a user status indicator showing 'Logged in as Superuser, Dorothy' with a Log Out link. The main content area is divided into several sections:

- Time Entry**: Edit Employee Time, Edit Time for Groups, Approve Timesheets, Default Labor Allocation.
- Schedules**: Employee Calendars, Group Calendars, Assign Schedules, Manage Group Schedules.
- Reporting**: View Reports (highlighted in yellow), New Analytics Report, View Analytics, KPI Dashboard.
- Employees**: Edit Employees, Manage Users, Edit Assignments.
- Settings**: Change My Password, Reset Passwords, Policy Mapping for Imports, Assign Badges, Manage Delegations, Launch Admin Client, Server Administration.
- Administrative Processes**: End of Period Processing, Job Status.
- Exceptions**: A large area with a 'Loading...' button.
- Time Off Requests**: No tasks found.

Go to manager reports/Exception reports/Timesheet exceptions

The screenshot shows the EmpCenter web application interface. At the top, the header includes the EmpCenter logo, navigation links for Home and Help, and a user status bar indicating the user is logged in as Superuser, Dorothy, with a Log Out link. Below the header, a breadcrumb trail shows the current location: Reports. A secondary navigation bar contains tabs for All Reports, Favorites, Recently Viewed, My Scheduled Reports, and All Scheduled Reports. A search bar is located below these tabs. The main content area displays a hierarchical list of reports. On the left, 'Manager Reports' is selected. This opens a sub-menu with options like Accrual Reports, Attendance Reports, Data Collection Device Reports, Employee Information Reports, Exception Reports (which is highlighted), and Financial Reports. Selecting 'Exception Reports' opens another sub-menu where 'Timesheet Exceptions Within Date Range' is highlighted. The rest of the page is a large grey area with the text 'Please select a report'.

EmpCenter

Home ? Help

Reports

All Reports Favorites Recently Viewed My Scheduled Reports All Scheduled Reports

Search

EmpCenter Administrator Reports

Manager Reports

Payroll Processing Reports

Accrual Reports

Attendance Reports

Data Collection Device Reports

Employee Information Reports

Exception Reports

Financial Reports

Exception History

Timesheet Exceptions

Timesheet Exceptions Within Date Range

Please select a report

Update the time period you are looking for:

EmpCenter

Home ? Help

Reports

Logged in as Superuser, Dorothy | Log Out

17.1.0.1

All Reports

Favorites

Recently Viewed

My Scheduled Reports

All Scheduled Reports

Search

EmpCenter Administrator Reports

Accrual Reports

Exception History

Manager Reports

Attendance Reports

Timesheet Exceptions

Report: Timesheet Exceptions Within Date Range

Run Now Schedule

Report Parameters

Start Date:

03/04/2017

0

day(s)

before

run date

End Date:

03/15/2017

0

day(s)

before

run date

Assignment Group List:

Filter Values

Select All

Deselect All

☒ .EXEMPT

☒ .EXEMPT\_EXCESSIVE

☒ .EXEMPT\_S2

☒ .LOCAL\_1199

☒ .LOCAL\_511

☒ .LOCAL\_830

☒ .NON\_EMPLOYEE

☒ .NON\_EXEMPT\_CLOCKERS

☒ .TEMPS

11 selected: .ADJUNCT\_PROFESSORS, .All, .EXEMPT, .EXEMPT\_EXCESSIVE, .EXEMPT\_S2, .LOCAL\_1199, 5 more

Choose Exception Codes:

Filter Values

Select All

Deselect All

☒ Acting as supervisor only allowed for certain depts and jobs

☒ Additional Money pay code first time used

☒ Additional Money pay code first time used acknowledged

☒ All hours exceeded standard bi-weekly hours

☒ Attendance first warning

☒ Attendance first warning acknowledged

Select all exceptions and the type of Code: Warning/Error. To run the report hit the green arrow, Run Now

EmpCenter

Home ? Help

Reports

Logged in as Superuser, Dorothy | Log Out

17.1.0.1

All Reports

Favorites

Recently Viewed

My Scheduled Reports

All Scheduled Reports

Search

EmpCenter Administrator Reports

Accrual Reports

Exception History

Manager Reports

Attendance Reports

Timesheet Exceptions

Report: Timesheet Exceptions Within Date Range

Run Now

Schedule

☒ .LOCAL\_830

☒ .NON\_EMPLOYEE

☒ .NON\_EXEMPT\_CLOCKERS

☒ .TEMPS

11 selected: .ADJUNCT\_PROFESSORS, .All, .EXEMPT, .EXEMPT\_EXCESSIVE, .EXEMPT\_S2, .LOCAL\_1199, 5 more

Choose Exception Codes:

Filter Values

Select All | Deselect All

☒ Acting as supervisor only allowed for certain depts and jobs

☒ Additional Money pay code first time used

☒ Additional Money pay code first time used acknowledged

☒ All hours exceeded standard bi-weekly hours

☒ Attendance first warning

☒ Attendance first warning acknowledged

☒ Attendance fourth warning

☒ Attendance fourth warning acknowledged

☒ Attendance second warning

141 selected: Acting as supervisor only allowed for certain depts and jobs, Additional Money pay code first time used, Additional Money pay code first time used acknowledged, All hours exceeded standard bi-weekly hours, Attendance first warning, Attendance first warning acknowledged, 135 more

Lowest Severity Code to Report:

Error

Employee ID:

Employee Last Name:

Language for Report Output:

English

Pick the way you want to view the report- CSV puts it in excel by columns

The screenshot displays the EmpCenter web application interface. At the top, the navigation bar includes the EmpCenter logo, Home and Help links, and a user status indicator showing 'Logged in as Superuser, Dorothy' with a Log Out link. Below the navigation bar, there are tabs for 'All Reports', 'Favorites', 'Recently Viewed', 'My Scheduled Reports', and 'All Scheduled Reports'. A search bar is located below the tabs. The main content area shows a hierarchical list of reports. Under 'Manager Reports', 'Exception Reports' is selected. In the right-hand pane, 'Timesheet Exceptions Within Date Range' is highlighted. A modal dialog box titled 'Run Report Now' is open in the foreground. It features a 'Delivery' section with a 'Delivery Method' dropdown set to 'View Now' and three radio button options: 'PDF', 'Excel', and 'CSV' (which is selected). There are 'Cancel' and 'Run Now' buttons at the bottom of the dialog. The background report configuration page for 'Timesheet Exceptions Within Date Range' is partially visible, showing a list of exception codes with checkboxes, a 'Filter Values' input, and fields for 'Lowest Severity Code to Report', 'Employee ID', and 'Employee Last Name'.