



# **Printing Timesheets and Reports**

## **module eight**

**Select Timesheet Format**

**Acrobat Reader**

**Sample Timesheet**

**Timekeeping Reports**

**Sample Report**

# Select Timesheet Format

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The Online Timekeeping system has a built in timesheet printing option which is located on the Employee List screen. Before you can print timesheets, you must first select one or more employees from the list. To select employees, either click and drag or use the CTRL key to make multiple selections. You may also use the select all button to auto select all employees on the list.

Next, choose which timesheet format you wish to print (with Hours, W/O hours, or Blank), and then click on the "Timesheets" button.



The screenshot shows a user interface for selecting a timesheet format. On the left, there are three radio button options: "With Hours", "W/O Hours", and "Blank". To the right of these options is a button labeled "Timesheets". The "With Hours" option is selected, and the "Timesheets" button is highlighted.

**WITH HOURS** - after timekeeping entries have been completed choose this option to print an employee timesheet documenting all hours that have been entered. It is required that you provide employees a timesheet record of their entered hours.

**W/O HOURS** - prints employee timesheet(s) with all the current pay reporting line information. This will be the best choice to distribute to your employees at the start of a pay period, so they can accurately report their hours and obtain authorized signatures. When the completed and approved timesheet is returned to the timekeeper, it should be retained as the formal audit copy per policy.



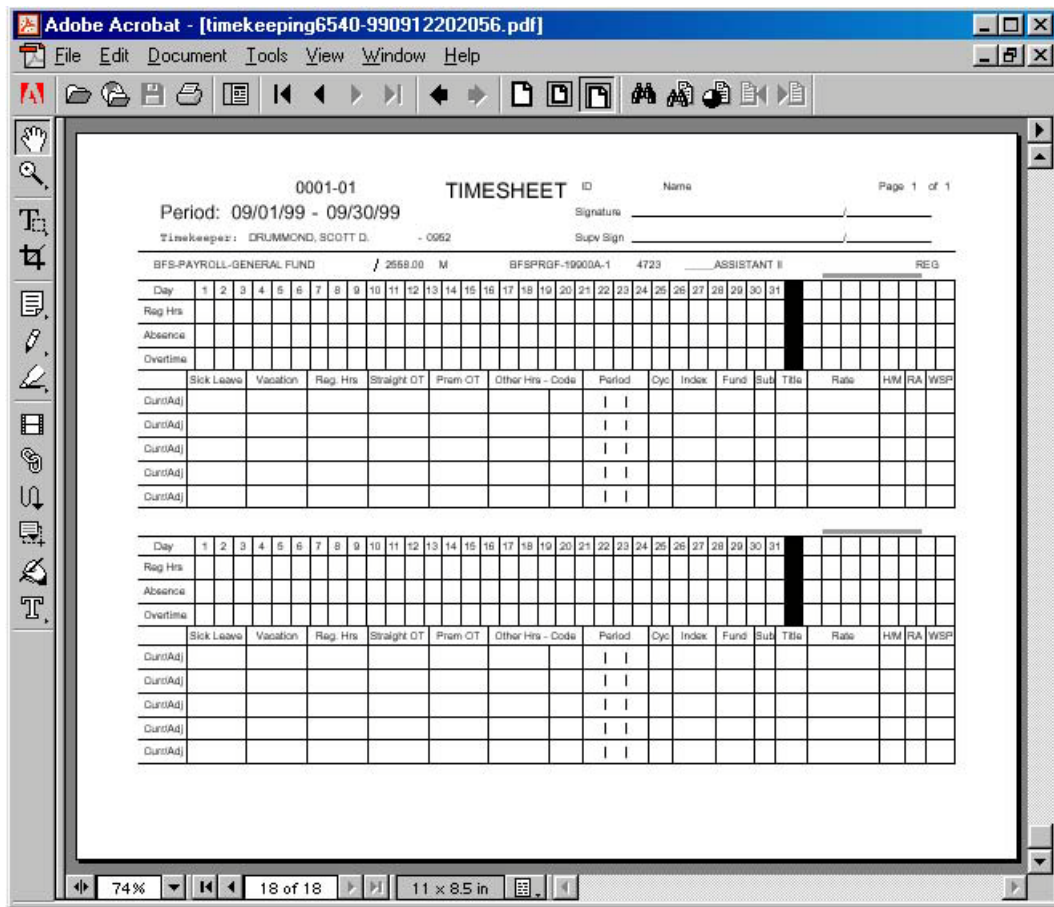
Suggestion: we have found it helpful to print the timesheets on colored paper, so employees are less likely to lose them.

**BLANK TIMESHEET** - prints a blank timesheet without any employee information or pay reporting line information.

# Acrobat Reader

After you have chosen a timesheet format and clicked on the “Timesheets” button, the server will begin processing your timesheet PDF file. Another browser window will be opened displaying the timesheet completed message. Go to the “Time sheets” link in the message and click to launch the Acrobat Reader application where your timesheets will be ready for printing.

In the Acrobat Reader application, you can click the “printer” icon or select file>print from the menu options to start printing the timesheets. Note: as this is a resource intensive process, you will want to send your timesheet print job to a larger network printer if possible.



ACROBAT READER DIAGRAM

# Sample Timesheet

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# Timekeeping Reports

To view or print time entry reports, click on the “Timekeeping Reports” link from the Timekeeping Menu. The Timekeeper Select page will load Select a pay period and timekeeper code you wish to view. The employee list page will load. You will have several report format choices and also an optional sort list selection. The list page can also be printed as an employee roster report. See the sample

**EmployeeLink** - Timekeeper Reports - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Netsite: el.ucsd.edu/cgi-bin/employeeelink\_trn.pl/937364987/Node77057

Local Info Top Sites How Do I? Member Services Help Chat

Where Do You Want To Go? Go!

**EmployeeLink** BACK HOME HELP LOGOUT

You are currently logged on. Please remember to log out when you are done!

**Generate Report**

Report Selection Go

Optional: Employee Selection Go

Report Selection  
 Entry Verification  
 Audit Report by Name  
 Audit Report by Index

**0612-99**

**Employee List**  
 Period: 09/01/99 - 09/30/99

| Selected                            | Employee Name    | Employee ID | Prior Entered | Current Entered | Current Hours | Current Percent |
|-------------------------------------|------------------|-------------|---------------|-----------------|---------------|-----------------|
| <input checked="" type="checkbox"/> | NOGUCHI, ALLEN   | 529568      | No            | Yes             | 168.00        | 100.00          |
| <input checked="" type="checkbox"/> | NOGUCHI, ANTONIO | 536385      | No            | Yes             | 168.00        | 100.00          |
| <input checked="" type="checkbox"/> | NOGUCHI, CARMEN  | 550675      | No            | No              | 0.00          | 0.00            |
| <input checked="" type="checkbox"/> | NOGUCHI, CELINE  | 550790      | No            | No              | 168.00        | 100.00          |
| <input checked="" type="checkbox"/> | NOGUCHI, JOLENE  | 552290      | No            | No              | 0.00          | 0.00            |
| <input checked="" type="checkbox"/> | NOGUCHI, KAREN   | 553290      | No            | No              | 0.00          | 0.00            |
| <input checked="" type="checkbox"/> | NOGUCHI, YUSOF   | 561192      | No            | No              | 0.00          | 0.00            |

Document: Done

**EMPLOYEE LIST DIAGRAM**

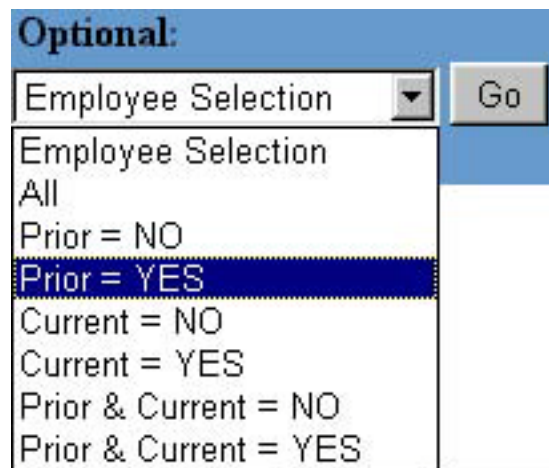
## Generate Report Options

**ENTRY VERIFICATION** - generates a report showing only selected employees and reporting line(s) that have updated time entries (current or prior). The list is displayed in alpha order.

**AUDIT REPORT BY NAME** - generates a report showing all selected employees from the list. All reporting lines will be displayed whether time was entered or not. The list is displayed in alpha order.

**AUDIT REPORT BY INDEX** - generates a report showing all selected employees from the list just as the Audit Report by Name above, only the report will be formatted by index.

The Employee List also allows you to optionally sort the list by the “yes” and “no” indicators for the Prior Entered or Current Entered columns of the list. You may also check or uncheck the boxes in the Selected column to determine which employees will appear in a report. By default, all employees and selected boxes will be checked when the list initially loads.



After you have determined which employees and report you wish to generate, click on the “GO” button to display the report. The report will be formatted similarly to other FinancialLink reports. The “REG” hours column has been shaded for easy readability.



There is a save to file icon which will let you export the report to a spreadsheet such as Microsoft Excel. The report printing format works best if you change your printer settings to landscape.

**UCSD** HOME LOGOUT

**0612-99** **Timekeeper Audit Report By Name**  
 Period: 09/01/99 - 09/30/99

| Seq                                     | Payroll Period | Index-Fund-Sub   | Index Description              | WSP  | Title   | Pay Rate | DOS   | Sick Leave | Vacation | Reg Hours | Straight OT | Premium OT | Other Hours | Other Code |
|-----------------------------------------|----------------|------------------|--------------------------------|------|---------|----------|-------|------------|----------|-----------|-------------|------------|-------------|------------|
| <b>ID: 529568 Name NOGUCHI, ALLEN</b>   |                |                  |                                |      |         |          |       |            |          |           |             |            |             |            |
| 1                                       | 09/30/99       | ALX0001-07427A-1 | DEPARTMENT OF ALX - FUND 07427 | 4723 | 2298.00 | REG      | 25.00 |            |          |           |             |            |             |            |
| 500                                     | 09/30/99       | ALX0002-07427A-1 | DEPARTMENT OF ALX - FUND 07427 | 4723 | 2298.00 | REG      |       |            |          | 80.00     |             |            |             |            |
| <b>ID: 536385 Name NOGUCHI, ANTONIO</b> |                |                  |                                |      |         |          |       |            |          |           |             |            |             |            |
| 1                                       | 09/30/99       | ALX0001-07427A-0 | DEPARTMENT OF ALX - FUND 07427 | 3240 | 2431.00 | REG      |       | 8.00       |          |           |             |            |             |            |

**TIMEKEEPING REPORT DIAGRAM**

# Sample Report

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