**Missing Timesheet Report**

**Overview**
The Missing Timesheet Report is accessible from the Reports tile of the People First system. The report provides agencies the ability to identify employees that have **missing time** on a timesheet. The report includes current fiscal year data only. The data in this report is updated with current approvals near real time and will completely refresh once a week on Sunday. New employees are only added to the report on the weekly runs.

**Definitions**
*The report includes the following fields:*

- **Org Code** – Org code from the employee’s position for the selected record
- **Appointment ID** – employee’s People First Appointment ID number (PERNK)
- **Pay Period Begin Date** – Pay period begin date for the period containing missing time; format is MM/DD/YYYY
- **Pay Period End Date** – Pay period end date for the period containing missing time; format is MM/DD/YYYY
- **Employee Name** – Employee’s last name, first name and middle initial
- **OT Eligibility** – “Y” if employee is eligible for overtime and “N” if employee is not eligible for overtime
- **Pay Plan** – Pay plan for the selected position record
- **Work Week** – The FLSA Work Period for the selected record (i.e., 40 hour FLSA Week)
- **Contract Hours** – Employee’s contract hours for the period contained on the report
- **Approved Time Worked** – Number of approved Work – Regular hours (hours type 1000) and Call Back hours (hours type 1004, 1014, 1024, 1034 and 1044) that are approved on the employee’s timesheet for the period contained on the report
- **Approved Leave Time** – Number of approved leave hours that are approved on the employee’s timesheet for the period contained on the report
- **FTE** – Full-time equivalent from the employee’s Pay Information record
- **Flex** – “Y” if flex schedule exists and blank if flex schedule does not exist
- **Last Action Date** – Date of the employee’s last PAR in MM/DD/YYYY format
- **Last Action Description** – Description of the last PAR processed on the employee
- **Time Entered** – Number of hours, including the total hours of all hours types, except On-Call hours (hours type 1002), Mentor/Volunteer Unpaid hours (hours type 1008), Work – CS Extraordinary Pay (hours type 1016), Work – SES Extraordinary Pay (hours type 1017) and FNA Hours (hours type 1018) which have been entered on timesheet but not submitted and/or approved
Missing Timesheet Report

- Time Submitted – Number of hours, including the total of all hours types, except On-Call hours (hours type 1002), Mentor/Volunteer Unpaid hours (hours type 1008), Work – CS Extraordinary Pay (hours type 1016), Work – SES Extraordinary Pay (hours type 1017) and FNA Hours (hours type 1018) which have been submitted on the timesheet but not approved

- Position – Position number for the selected record
- FLAIR Org – FLAIR Org from employee’s position for the selected record
- FLAIR Org Name – FLAIR org name from the position for the selected record
- Org Code Name – Org code name from the position for the selected record
- Supervisor Name – Employee’s supervisor name or will display VACANT if position is vacant or blank if there is no supervisory position
- Supervisor Position – Supervisor’s position number or will be blank if vacant or no supervisor position
- Run Date – Date on which the data for the report was extracted for reporting; format is MM/DD/YYYY

Filters

The report uses the following filters:

- Timesheet Date (from – to) – Required filter; enter a timesheet from date to process the report in MM/DD/YYYY format; enter a timesheet to date to process the report in MM/DD/YYYY format.

- Appointment ID – Optional filter. Report defaults to all employees in the filter criteria (OLO Code, Timesheet Date, etc). To process the report for one employee enter the employee’s People First Appointment ID (PERNK).

- Agency – Required filter; will default to your agency’s OLO code.

- Payroll Area (from – to) – Optional filter. To process the report for one payroll area, select the payroll area in the “from” payroll area field. To process the report for a range of payroll areas, select a payroll area in both the “from” and “to” payroll area fields.

- Employee Group (from – to) – Optional filter. To process the report for one employee group, enter the employee group in the “from” employee group field. To process the report for a range of employee groups, enter an employee group in both the “from” and “to” employee group fields.

Sort Hierarchy

The report uses the following sort sequence:

- Org Code
- Appointment ID
- Period Begin Date

Authorization

Users with a security role of A, B, C, F, G, H, I, K, M, N, S, T, U, X and Y will be able to process this report.
Missing Timesheet Report

Process Steps

Step 1: Select Manager landing page > Reports > Time and Attendance Reports

Step 2: Select Missing Timesheet Report

Step 3: Select/Enter the filter values

Step 4: Select Run Report button

If the report finishes in less than three minutes, the report details display in a grid. To view the report as a PDF, select Export to PDF. To view the report in Excel, select Export to Excel. PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

If the report takes more than three minutes, you will receive a message that you can access the report in the Previous Reports section. The report will be available in the Previous Reports section with the status of the report shown in the Processed column. If a red circle is displayed, the report is still processing. If a green circle is displayed, select View to access the report details.

If there is no data available for the report criteria, you will receive a message stating “No records found” If you enter invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

Report Selection Criteria Sample

Below is a sample of the report selection criteria screen and the available filters:

Report Sample

For best results, print this report as landscape, legal size. Below is a sample of the Missing Timesheet Report:
## Missing Timesheet Report

### ORG CODE | EMPID | EMPLOYEE NAME | POS NUM | PAY PERIOD BEGIN DATE | PAY PERIOD END DATE | FLEX | WORK WEEK | APPROVED TIME WORKED | Approved | LAST ACTION DESCRIPTION | TIME SUBMITTED | FLAIR ORG | LAST ACTION DATE | TIME SUBMITTED
---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---
700000000000000000 | 5863A | DAIL, JUSTIN A | 000272 | 04/11/2010 | 04/17/2010 | N | | | 0.00 | NAME CHANGE | 0/00 | 700000000000000000 | | 04/11/2010 | 0/00
500000000000000000 | 000000000000000000 | OFFICE OF SUPPLIER DIVERSITY | 000284 | 05/23/2010 | 05/31/2010 | Y | | | 0.00 | NAME CHANGE | 0/00 | 500000000000000000 | | 05/23/2010 | 0/00