

Type: System Enhancements	ID Number: SE 35
Date: March 6, 2009	Subject: OPS Summary FYTD Report

Suggested Audience:

HR Staff

Summary:

The "new" OPS Summary FYTD report will allow agencies to pull the fiscal year to date approved timesheet hours for their OPS employees. The report is ONLY valid for agencies that use the time and attendance module within People First.

Report Details:

Who will have access to run the report? Users with a role code of A, D, F, G, H and S will be able to process the report.

What is the report title? OPS Summary FYTD

Where is the report located? The report will be available in the External Reports module within People First. To access click on the Management Tab, then click the link for External Reports.

Will the report replace the monthly report that DMS sends to agencies? Yes, effective upon implementation, the report will replace the OPS Hours report that DMS sends on a monthly basis.

What options do I have for running the report? The report can be processed using the following filters (selection criteria):

- **OLO Code** – Required filter, will default to your agency's OLO code.
- **Org Between** (HR Org Code) – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **FLAIR Org Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **Start Date** – This is a required filter. An entry is required in order to run the report. This date should always be 07/01/CCYY of the fiscal year the report is for. For example, for the 2008 – 2009 fiscal years this date would be 07/01/2008.

- **End Date** – This is a required filter. An entry is required in order to run the report. This date should always be 06/30/CCYY of the fiscal year the report is for. For example, for the 2008 – 2009 fiscal years this date would be 06/30/2009.
- **Central Person ID** – Optional filter, if processing the report for one employee, enter the employee's Employee ID. Although this filter field is titled "Central Person ID", it is an "Employee ID" search and is titled "Employee ID" on the report.

The report selection criteria and the report run date will be displayed in the report header.

How will the report be sorted? The report will be sorted by Org Code, FLAIR Org code, then by employee name (last name, then first name).

What dates is the report valid for at implementation? At implementation the report is valid for the current fiscal year (July 1, 2008 through June 30, 2009).

When can agencies start using the report? Agencies can start using the report on March 16, 2009.

When is the report data updated? The data used to process the report will be extracted on a weekly basis, **not** a daily basis. The data will be extracted each Saturday beginning at 1:00 p.m. EST (will take approximately three hours to complete the extract) and will include all approved timesheets as of that day. The "As of Date" in the header of the report will identify the date the last extract was processed.

When will an employee be included in the report?

- If processing the report for your entire agency, all individuals holding an OPS position on the last extract date will be included in the report.
- If processing the report by central ID number, all active OPS employee IDs in your agency, as of the last extract date will be included in the report.

Is it possible for approved timesheet hours to not be included in the report? Yes, if the timesheet is approved after the last extract date the hours from that timesheet will not be included in the total hours until the next extract is processed (Saturday after the timesheet is approved). As an example, an OPS employee's timesheet for pay period ending 03/19/2009 is not approved until March 23, 2009, the report will not reflect the approved hours until March 28, 2009.

Important Notes:

- The report should be printed as **landscape, on legal sized paper**. If printing on letter sized paper part of the data may not be visible.
- Data will **ONLY** be available for one fiscal year at a time. Typically the data is for the current fiscal year.

- The report only captures approved timesheet hours that fall within the fiscal year the report is being processed for.
- The "As of Date" in the header of the report represents the date the data was last extracted from People First. The data will be extracted on a weekly basis, each Saturday beginning at 1:00 p.m. EST. The extract will take approximately three hours to complete.
- The field "Multiple Indicator -- Agency" identifies that the employee is dually employed in another agency. The agency identifying code (OLO) will be presented in the field when the employee is dually employed in another agency.
- The field "Multiple Indicator -- Position" represents how many OPS positions the employee is holding in your agency.
- The field "Func Code" is a code used by some agencies to further track OPS employees for funding purposes. This field will be blank or all zeros for most agencies.
- The report is **not** valid for use by the Justice Administrative Commission, the State Courts System or the Benefit only entities as they do not use the time and attendance module within the People First system.

If you have any questions related to the new OPS Summary FYTD report, please contact Verla Lawson at (850) 921-4545 or Verla.Lawson@dms.myflorida.com.