

Timecard Reporting

Please note that the employee name and employee number are considered personal information under The Freedom of Information and Protection of Privacy Act or FOIP. Information in timecards contains other personal information, as well as personal health information as defined in The Health Information Protection Act or HIPA. Particularly, such information is contained in codes, reasons and sometimes comments of employees.

The collection, protection, use and disclosure of personal information and personal health information contained in timecards is governed by FOIP and HIPA.

The following reports are available to managers, approving delegates, and time entry delegates in PSC Client:

Available Reports

Timecards | Warning

This gives the state of all timecards that have not been approved.

Examples

- An employee has opened up timecards for future pay periods, but not yet submitted them as they are not yet due
- Late timecards as described below show up, missing do not

Timecards | Late Inquiry

The timecards that have not yet been approved for the current pay period or pay periods before it.

Examples:

- A timecard was submitted but rejected and has not been resubmitted
- The employee has started the timecard but has not yet completed it and submitted it
- An amendment has been started on an old timecard but was never re-submitted
- A Supervisor has not yet approved submitted timecards

Timecards | Missing Inquiry

This is similar to the late timecard, but in this case, the timecard has not even been created. Timecards are generated automatically for the selected pay period, which you can only change on the "Time Entry" screen (the 'Week' selection box).

Examples:

- An employee that has not worked for the pay period may not have even logged into PSC Client to submit an empty timecard
- An exception paid employee has not bothered to enter timecards as they get their regular pay regardless of submitting a timecard

Timecards | Approval Statistics

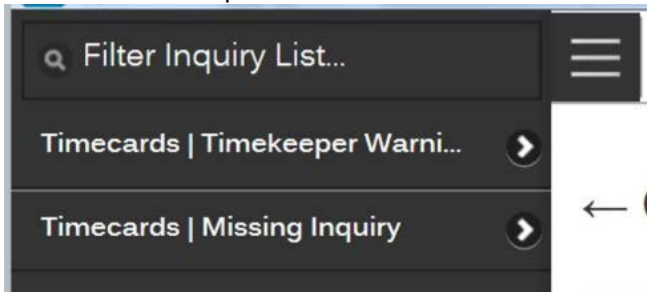
Information about previously approved timecards.

Accessing Reports

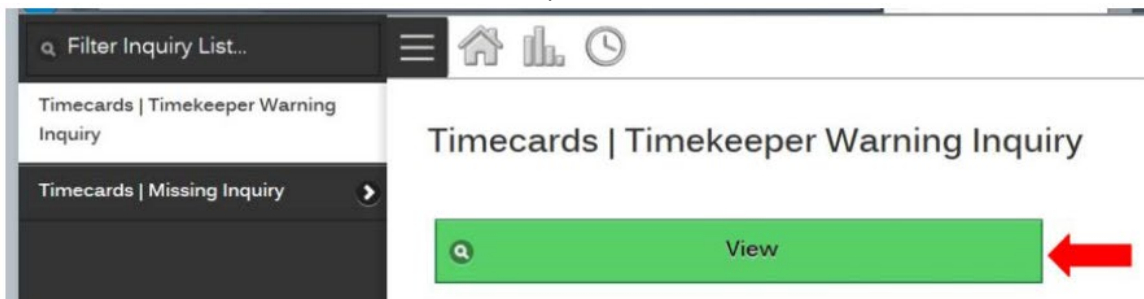
1. Log in to PSC Client using your Employee Number and PSC Client password.
2. Click the inquiries button in the top left of the screen to access reports.



3. Select a report from the menu on the left hand side of the screen.



4. Click the "View" button to view the report.

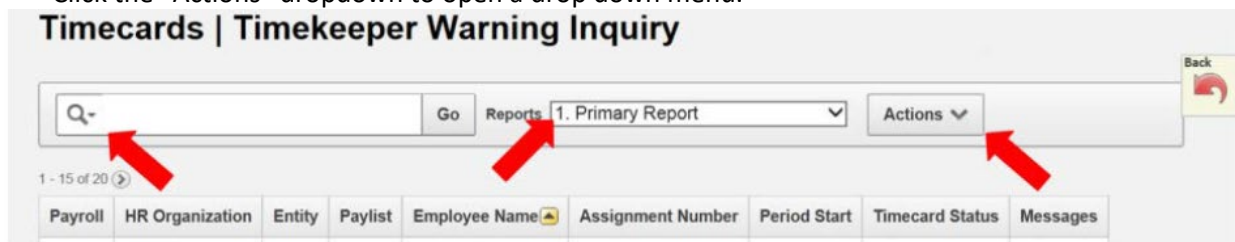


5. Filter the results in the report.

Click the magnifying glass to open a search menu to search for values for a specific column.

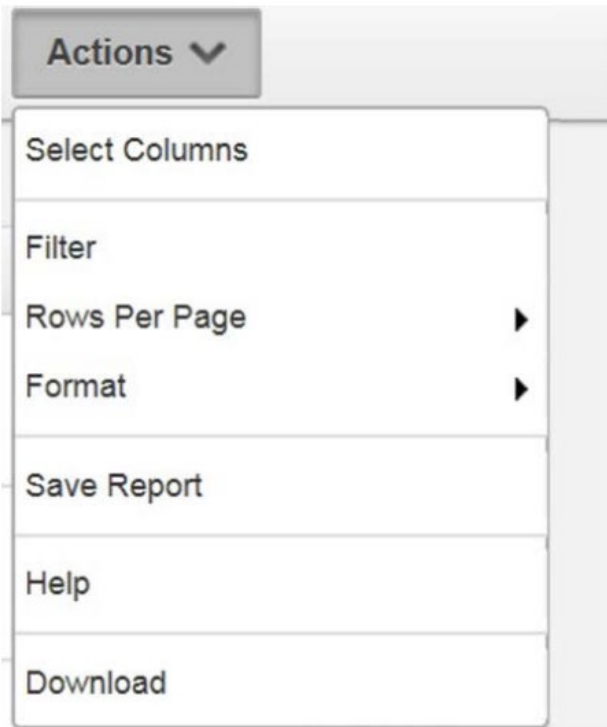
Click the reports to open pull down menu for selecting how to group the employees in the report.

Click the "Actions" dropdown to open a drop down menu.



6. Actions Drop Down.

You can select which columns are shown in the report, filter based on rows or columns, change the rows shown per page, change the format of the report, save the report, and access help to open a window for more information on reporting.



7. Select an option for downloading the report.

There are 4 options for downloading reports.

You can download it directly to a CSV file for excel.

You can download in HTML to download a link that will lead to the report.

You can email the report, you will be able to select who the email is sent to, cc'd to, and bcc'd to. You can also add a subject and body to the email.

You can download it to a PDF.

