

Axess Timecard Time & Leave Reports are accessible to Time & Leave Administrators/Supervisors through the Business Intelligence (BI) reporting environment. Access to the BI reporting environment is automatically granted to those with Review and Approve Timecard authority for Axess Timecard.

Data returned in the Time & Leave Reports reflects Axess Timecard production data from the previous day, with the exception of the Timecard Details report which returns real time data. Time & Leave Reports are unavailable during the reporting table refresh from 8pm – 8am daily.

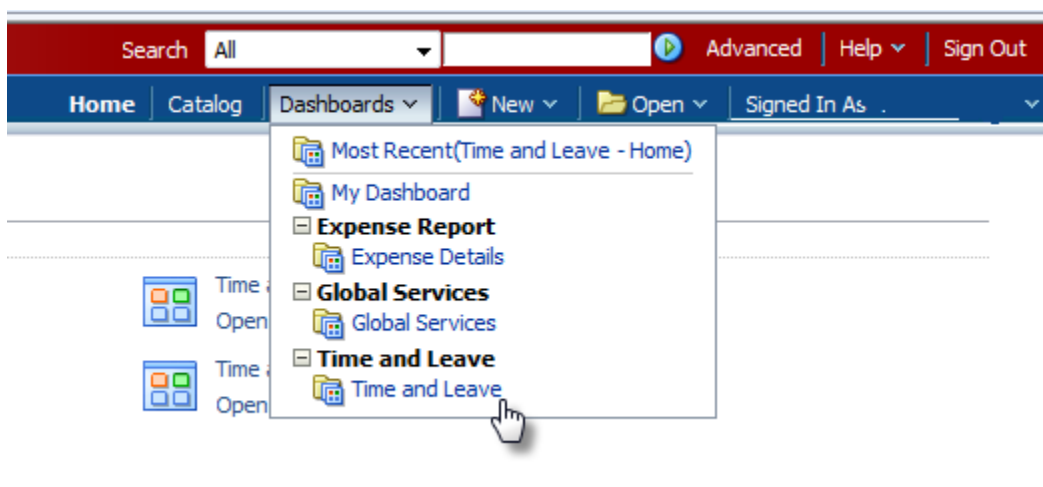
Using Time & Leave Reports in BI

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6. Printing Report Results
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1. Accessing BI

BI is accessed via a web browser. To login:

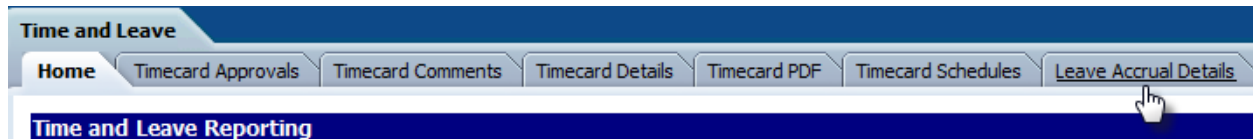
- Launch a web browser
 - Internet Explorer is the recommended browser for BI
- Navigate to bi.stanford.edu
- Login using your SUNet ID and password, if you have not already WebAuthed in your browser
 - After entering your login, the BI Home Page will display
- Select **Time and Leave** from the Dashboards menu at the top center of your window




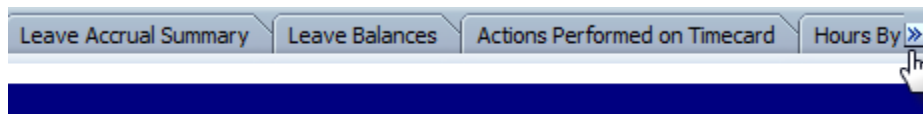
2. Navigating the Time and Leave Dashboard

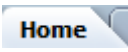

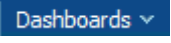
The Time and Leave Dashboard is your landing page for Time and Leave reports. The landing page contains a brief description of each available report.

- Click the tab at the top of your window to navigate to the report that you would like to run



- Some report tabs may be off of your visible window, click the  icon to view the remaining report tabs

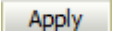


- You may toggle between report tabs to work with different sets of data simultaneously
- Click the  tab to return to the Time & Leave Dashboard landing page
- Click the  link at the top of your window to return to the BI landing page or make a selection from the  menu to navigate to a different BI dashboard

3. Running Time and Leave Reports

Enter a set of criteria to begin running a report.

Note: Running reports for large data sets, especially those for multiple months for large departments and/or School/VP Areas, may take a number of minutes to return results. Limiting your criteria to only the data set that you need will minimize your wait time.



- Enter report criteria in the Report Prompt section
- Criteria must be entered in one or more fields to run a report
 - Fields marked with an * are required fields
 - The  button will be read-only until all required fields are completed
- Most reports require a date range
 - Dates should be entered in the format of MM/DD/YYYY
- Reports are generally run for specific individuals, department(s) or a School/VP Area. You will generally enter one of following prompt combinations in addition to the date range:
 - Emplid(s)
 - Department ID(s)
 - School/VP Area

- School/VP Area limited by Department ID(s)
- Selection(s) from the Organization Hierarchy
- If School/VP Area is selected, the dropdown list of Department IDs will limit selections to only those Departments falling within the School/VP Area

Prompts marked with an asterisk * are mandatory. If Apply button is greyed out, it indicates that one or more mandatory fields are blank.

* Begin Date	* End Date	School VP Area	Department ID	Organization Hierarchy	Employee ID	Comments
01/01/2012	01/31/2012	Business Affairs	<ul style="list-style-type: none"> <input type="checkbox"/> BJHE <input type="checkbox"/> BKDC <input type="checkbox"/> BLNQ <input type="checkbox"/> BLUY <input type="checkbox"/> BMCG <input checked="" type="checkbox"/> BORT <input type="checkbox"/> BPOA <input type="checkbox"/> BPRA 			

Apply Reset

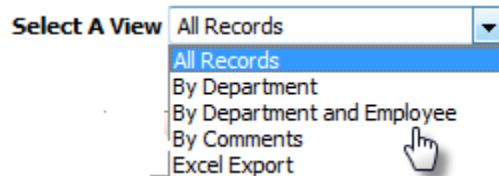
- If the prompt value that you require is not available from the initial dropdown list, click **Search** to see the full list of values
- To select multiple values from the **Search** selection box, press your **Control** key while clicking on the desired values
- Click  **Move All** to select values or  **Remove All** to unselect values
- Click **OK** to complete your selection

- Once you have entered your report criteria, click the **Apply** button to run the report
- To rerun the report with new criteria, click the **Clear My Selections** button and enter your new criteria

4. Working with Report Results on the Dashboard

When your report results are available:

- The default view is **All Records**
- Use the **Select A View** feature to pivot the results of your report **By Department** or **By Department and Employee**, etc.



- Use the navigation arrows at the bottom of your window to scroll through your report results




5. Exporting Report Results

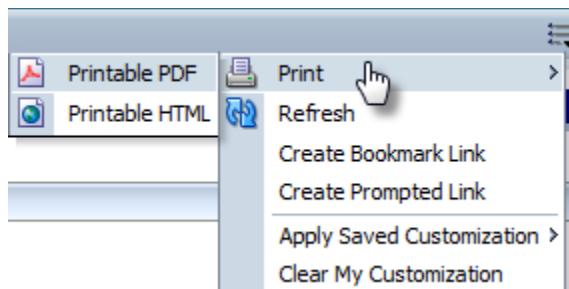
For additional formatting and/or analysis, report results may be exported to multiple formats including Excel, PDF and CSV.

- Select the **Excel Export Select a View** option if you wish to export the report results to Excel
 - Click **Export** at the bottom of your window to export
- Select the **All Records Select a View** option if you wish to export the data to PDF
 - Click **Export** at the bottom of your window to export

6. Printing Report Results

A printable PDF version of the report is also an available format.

- Select the  dropdown menu in the upper right of your window to print and/or save the report in a printable PDF format



7. Report-Specific Details

The available reports and their primary use are described below. The following notes are applicable to all reports:

- Multiple Department IDs may be copied and pasted into the Department ID field. Separate the values by a semi-colon (;) and then copy and paste into the field.
- Report results are maintained in cache for one business day. Identical sets of data for any given report may be retrieved without delay if rerun within the same day.
- SUNet IDs, Department IDs, and the PTA Award must be entered using upper case characters.

This Report	. . . is used to view	Report Notes
Timecard Approvals (PS_TL009)	Timecard approval history	Entering date parameters in combination with: <ul style="list-style-type: none"> • Department ID returns results by Department, by Manager and by Employee. • Manager SUNet ID returns results by Manager and by Employee. • Employee ID returns results by Employee.
Timecard Comments (PS_TL001)	Comments entered on employee timecards	After entering a date range, selections in the Comments menu will be limited to only those Comments that were used during the date range.
Timecard Details (PS_TL002)	Detailed information regarding in and out punches, leave entries, accounts, etc.	When running the report by Account, enter the PTA in the format of 1111111-1-AAAAA. The Award must be entered in all upper case.
Timecard Details – PDF	Printer-friendly version of the report above	Returns data in a printer-friendly PDF format.
Timecard Schedules (PS_TL003)	Predefined and personal schedules	This report displays employee schedules by week, Monday to Sunday, for all weeks that fall within the Begin Date and End Date requested.
Leave Accrual Details (PS_TL006)	Transaction detail of leave accrued, taken and the resulting balances	The Begin Date should be the first day of a month and the End Date the last day of a month. Ending balances are not available until a month closes and the monthly accrual processes have been run following the completed payroll.
Leave Accrual Summary (PS_TL010)	Summary detail of the leave accrued, taken and the resulting balances	The Begin Date should be the first day of a month, and the End Date the last day of a month. Ending balances for a given month are not available until the month closes and the accrual processes have been run following the completed payroll.
Leave Balances (PS_TL008)	Current leave balances	Provides summarized data of current leave balances. Returns results more quickly than the detailed transaction reports above.
Actions Performed on Timecard (PS_TL005)	Audit trail of timecard entries and approvals	Use results to review audit details of employee, supervisor and administrator entries, edits and approvals on an employee timecard.

This Report	. . . is used to view	Report Notes
Hours by Account (PS_TL004)	Total hours charged to PTA(s)	When running the report by Account, enter the PTA in the format of 1111111-1-AAAAA. The Award must be entered in all upper case.
TLS and TLA Authority (PS_TL007)	Time & Leave Supervisor/Administrator authority to view and approve employee timecards	Use results to review all timecard access for a department or School/VP Area. Report results are not limited by security, similar to Authority Manager.