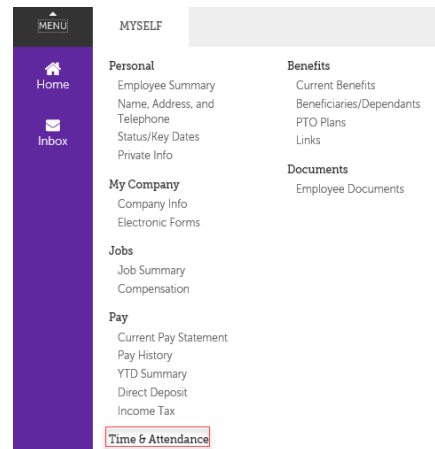


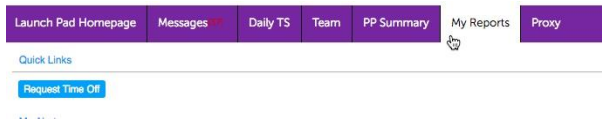
Reporting in UltiPro Time and Attendance

Overview: UltiPro offers a reporting function to all users. What reports you can access is based on your level of access (Employee, Manager, Timekeeper). This job aid demonstrates how to run a report related to **Time and Attendance**. The example used is accessible only to managers, but the process is the same for all employees.

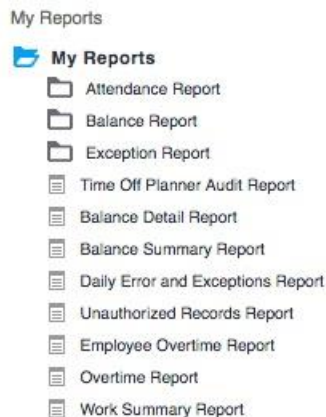
1. Click the **Time and Attendance** link in UltiPro's main menu.



2. Click the **My Reports** tab.



3. The resulting selection of reports listed is based on the person's permission level in UltiPro. Click on report name to view search criteria screen and a definition of that report.



- In this example, the **Work Summary Report** is selected. Click on each field (horizontal box) to select the appropriate search criteria then click **Go**.

My Reports > Work Summary Report

Work Summary Report

Selection Parameters

Employee ID: ALL

Team: ALL

Include Sub Teams:

Pay Group: ALL

Calculation Group: ALL

* Date Selection: Today

* Start Date: 06/09/2017

* End Date: 06/09/2017

Authorization: All Records

* Group By: Team

* Order By: Last Name

* Direction: Ascending

* Show Parameters: Yes

Go **Cancel**

Report Description

The Work Summary Report displays work details for employee, grouped by one of the options in the Group by Parameter and the employee. Information that is displayed for each work date includes employee name and ID, holiday hours, Authorizations, start/end shift times, and total number of hours the employee worked.

- The resulting report is generated on screen. If a report result displays four icons at the top right (as shown below), then additional functions are available.



Work Summary Report

Employee ID: BOND007-TEST Pay Group: ALL Group By: Team

Team: ALL Calculation Group: ALL Order By: Last Name

Include Sub Teams: No Date Selection: 06/04/2017 - 06/10/2017 Direction: Ascending

Authorization: All Records

Team Name	Employee ID	Full Name	Work Date	Is Day Authorized	Shift Pattern Name	REG	OT	DT	Start Time	End Time	Total Unpaid Time	Total Paid Time
MANAGER MARY 0098766	BOND007-TEST	Bond, James	06/05/2017	.	STANDARD 40	8.00	.	.	08:00	16:00	.	8.00
		Bond, James	06/06/2017	.	STANDARD 40	8.00	.	.	08:00	16:00	.	8.00
		Bond, James	06/07/2017	.	STANDARD 40	8.00	.	.	08:00	16:00	.	8.00
		Bond, James	06/08/2017	.	STANDARD 40	8.00	.	.	08:00	16:00	.	8.00
		Bond, James	06/09/2017	.	STANDARD 40	8.00	.	.	08:00	16:00	.	8.00
BOND007-TEST Total:						40.00	.	.			.	40.00
MANAGER MARY 0098766 Total:						40.00	.	.			.	40.00
Report Total:						40.00	.	.			.	40.00

- Additional functions are numbered and defined below:

- Go back to report criteria selection page
- Run report as HTML
- Run report as PDF
- Run/Export to Excel



- To be able to print a report you must first convert the file to either PDF or Excel.