

Biweekly Timekeeping Library Report

1. This report displays the number of hours worked, leave balance totals, and gross paycheck totals for each pay period. This report is helpful if an employee has questions regarding payment for a prior pay period and can be run for a range of pay periods.
 - a. Select "Biweekly Timekeeping Library Report" from the Reports Menu
 - b. Start typing the desired employee name or select from the drop-down.
 - c. Select the desired date range.
 - d. Click "Run Report"

OHIO STATE OFFICE OF STUDENT LIFE Enterprise Reporting

To run report, Please choose values for the parameters below ...

Biweekly Timekeeping Library Report

PARAMETER NAME	PARAMETER VALUE
Enter Last Name (OR) Select Employee	CIRINCIONE, CARRIE A. - FA/PAY - 5
From Date	12/18/11
To Date	12/31/11

Run Report

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2. The screen below indicates when the report is ready to open. Click either PDF, Excel, or CSV to open the report in the desired format.
 - a. PDF is a user-friendly format if you do not intend to manipulate the data pulled in a report.
3. To run the report again for a different set of criteria, select new parameters by clicking on the "Select Parameters To Run Report" button.

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INSTANCES

Report Results	Export Format	Click required format to open the report	Run By	Status
Biweekly Timekeeping Library Report Wed Jan 11 13:39:32 EST 2012	PDF Excel CSV		864526	Complete

Select Parameters To Run Report

Return to Report List

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4. Note the following features of the PDF output:
 - a. The time worked is a number and any leave time is the letter code from the [Hours Category List](#) under the appropriate day in the row for that week. In this example, you see I = Sick Leave, H = Holiday, and V = Vacation.
 - b. The total of payable hours/overtime for each week
 - c. The pay period end balance is listed under the total leave used
 - d. The gross pay amount for each week is listed at the end of the row

Employee Name		EMPL ID	Org.	Vac. Accrual Date	ILL BAL	VAC BAL	COMP BAL												
[REDACTED]		[REDACTED]	52930	01/27/10	189.19	18.39	0.00												
Fiscal Year :		2012																	
Start Date	End Date	PP	SUN	MON	TUE	WED	THU	FRI	SAT	Hours Reg / OT	ILL	VAC	COMP	Other Paid	Other Non-Pd	Gross Reg	Gross OT	OTHER	
12/18/11	12/24/11	14	D	9.0	9.0	I	I	I	D	40.0 / 0.0	22.0	-	-	-	-	[REDACTED]			
12/25/11	12/31/11	14	D	H	H	V	V	V	D	40.0 / 0.0	-	24.0	-	16.0	-	[REDACTED]			
										PP End	189.19	18.39	0.00						