Duplicate Timecard Reports

These reports provide a quick, easy-to-read display of employee timecards in a current, previous, or historical pay period. Note that the comments and any prior period adjustments will not be available to print on these reports, so if you need that information please see the View History Timecard Details job aid.
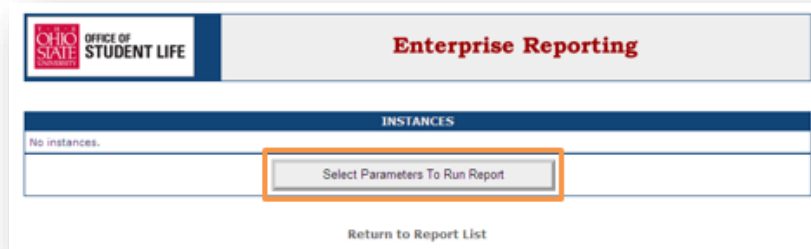

Running the Duplicate Timecard Report for the Current or Previous Pay Period
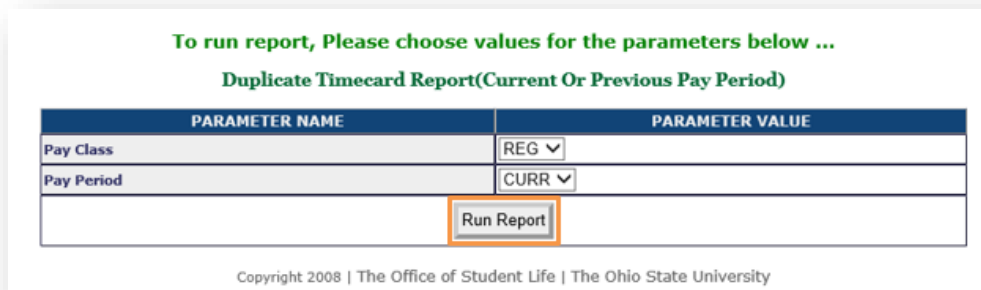
This report generates copies of all employee timecards within the selected criteria. To run this report, click on "Duplicate Timecard Report (Current or Previous Pay Period) within the reports menu of Timekeeping.

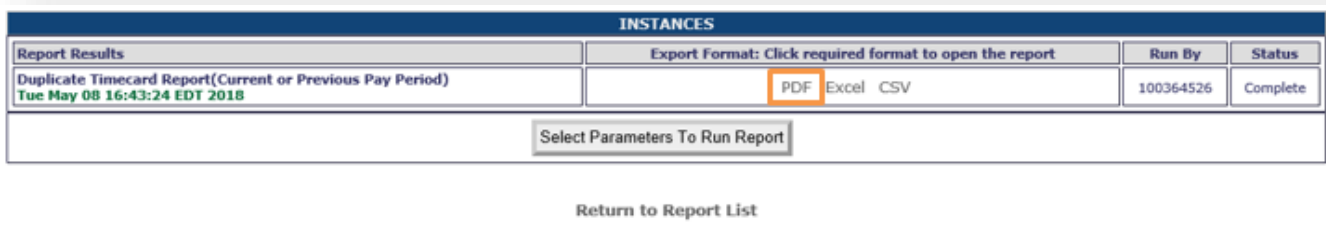1. Click on "Select Parameters To Run Report".

2. Select the desired Pay Class and Pay Period on the Select Parameters page. Click "Run Report".

3. When the report has run, click on the desired format to view and/or save. The Duplicate Timecard Reports are most compatible with the PDF format.

*Note that the Current/Previous version of the Duplicate Timecard report pulls the selected timecard for everyone a user has access to within the selected pay class. If one timecard is desired, the "Print Summary" button in Manage Employee Time may be a better option.

Running the Duplicate Timecard Report for History Pay Periods

This report generates copies of a selected employee's timecards within a date range, and can be run for any pay period outside of the current and previous periods. To run this report, click on "Duplicate Timecard Report (History Pay Periods) within the reports menu of Timekeeping.

1. Click "Select Parameters To Run Report"

2. Select the desired date range using the "From Date" and "To Date" dropdowns.
3. Select the employee timecard desired for the date range by entering the last name of the employee or selecting the name from the dropdown.
4. Click "Run Report"

5. When the report has run, click on the desired format to view and/or save. The Duplicate Timecard Reports are most compatible with the PDF format.

Duplicate Timecard Report Output

See the example below of the PDF output of either Duplicate Timecard Report.

Duplicate Time Card Report

OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE

Pay Class : Regular   Pay Period : Previous

COOVER, BRANDI M.

Pay Period # : 23	Fiscal Year : 2018	Pay Period Dates : 4/15/2018 thru 4/28/2018	
EMPL ID :		Sub # : 1 FISC ASSOC	
Time Clock : LINCOLN LOBBY		Org : 52930 SL BUDGET & PLANNING	
Super Appr. :		Emp Appr. :	
Appr. Date : 4./30/2018 9:06:54 AM		Appr. Date : 4./30/2018 8:29:18 AM	

Day	Date	Time In	W	Category	Time Out	W	Hours	Total Hours
				First Week: 4/15/2018 - 4/21/2018				
SUN	4/15/2018	3:00 AM		OFF - DAY OFF	*****		0.0	0.0
MON	4/16/2018	8:26 AM	-	-	5:04 PM	-	8.0	8.0
TUE	4/17/2018	8:24 AM	-	-	5:02 PM	-	8.0	16.0
WED	4/18/2018	8:30 AM		REG - REGULAR HOURS			8.0	24.0
THU	4/19/2018	8:25 AM	-	-	5:03 PM	-	8.0	32.0
FRI	4/20/2018	8:13 AM	E	-	5:01 PM	-	8.0	40.0
SAT	4/21/2018	3:00 AM		OFF - DAY OFF	*****		0.0	40.0
				Summary - First Week				
						Regular Time:		40.00
						Over Time:		0.00
				Second Week: 4/22/2018 - 4/28/2018				
SUN	4/22/2018	3:00 AM		OFF - DAY OFF	*****		0.0	0.0
MON	4/23/2018	6:57 AM	-	-	5:31 PM	-	10.0	10.0
TUE	4/24/2018	6:52 AM	-	-	5:32 PM	-	10.0	20.0
WED	4/25/2018	6:58 AM	-	-	5:30 PM	-	10.0	30.0
THU	4/26/2018	6:56 AM	-	-	5:30 PM	-	10.0	40.0
SAT	4/28/2018	3:00 AM		OFF - DAY OFF	*****		0.0	40.0
				Summary - Second Week				
						Regular Time:		40.00
						Over Time:		0.00
				Summary - Pay Period				
						Regular Time:		80.00
						Over Time:		0.00